Panasonic

Operating Instructions
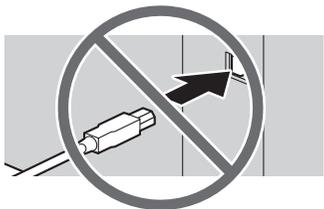
Multi-Function Printer

Model No. **KX-MB262CX**
KX-MB772CX
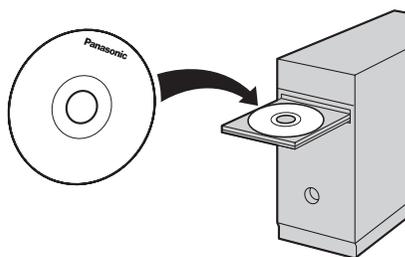
This pictured model is KX-MB262.

Do NOT connect the USB cable until prompted by the Multi-Function Station (CD-ROM).

1

2

KX-MB262CX or KX-MB772CX may not be available in some areas.

KX-MB772 only:
- **This unit is compatible with Caller ID. To use this feature, you must subscribe to the appropriate service of your service provider.**
- **Be sure to use the telephone line cord included in this unit.**
- **This model is designed to be used in Middle East, Hong Kong, Malaysia, Asia, New Zealand, Africa and Latin America according to the location setting feature. The default setting is Middle East. To change the location setting, see page 54 (feature #114).**

Thank you for purchasing a Panasonic Multi-Function Printer.

This model is designed to be used in Middle East, Hong Kong, Malaysia, Asia, New Zealand, Africa and Latin America according to the location setting feature (KX-MB772 only).
The default setting is Middle East. To change the location setting, see page 54 (feature #114).

Note:
- The suffix in the model number will be omitted in these instructions.
- Most figures shown in these operating instructions are based on a KX-MB262.

Trademarks:
- Microsoft, Windows, Windows Vista and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Pentium is a registered trademark or trademark of Intel Corporation in the United States and/or other countries.
- Screen shots reprinted with permission from Microsoft Corporation.
- Adobe and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Avery is a registered trademark of Avery Dennison Corporation.
- XEROX is a registered trademark of Xerox Corporation.
- All other trademarks identified herein are the property of their respective owners.

Copyright:
- This material is copyrighted by Panasonic Communications Co., Ltd., and may be reproduced for internal use only. All other reproduction, in whole or in part, is prohibited without the written consent of Panasonic Communications Co., Ltd.

Available features by location setting (KX-MB772 only)

The following features may vary slightly depending on the location setting (#114 on page 54).
Change the location setting to match where you use the unit.

Feature/Code	Middle East, Africa, Latin America	Hong Kong	Malaysia	Asia	New Zealand	Page
Dialling mode 【♯】【1】【2】【0】	●	●	●	●	–	page 18
TEL/FAX ring count 【♯】【2】【1】【2】	●	●	●	●	–	page 57
Manual answer mode 【♯】【4】【0】【4】	●	●	●	●	–	page 57
Distinctive Ring 【♯】【4】【3】【0】	●	●	–	●	●	page 51
Fax ring pattern (Distinctive Ring feature) 【♯】【4】【3】【1】	●	–	–	●	–	page 52
Silent fax ring count 【♯】【4】【3】【6】	●	●	●	●	–	page 59

For best performance

Toner cartridge and drum unit
● When replacing the toner cartridge or drum unit, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.
● For optimal performance, genuine Panasonic toner cartridges and drum units are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum unit:
  – Damage to the unit
  – Poor print quality
  – Improper operation

Toner cartridge
● Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.

Drum unit
● Read the instructions on page 10 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  – Do not expose the drum unit to light for more than 5 minutes.
  – Do not touch or scratch the black drum surface.
  – Do not place the drum unit near dust or dirt, or in a high humidity area.
  – Do not expose the drum unit to direct sunlight.
● To extend the life of the drum unit, the unit should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

Location
● To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.

Static electricity
● To prevent static electricity damage to the interface connectors or other electrical components inside the unit, touch a grounded metal surface before touching the components.

Environment
● Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
● The unit should be kept free from dust, high temperature and vibration.
● The unit should not be exposed to direct sunlight.
● Do not place heavy objects on top of the unit. When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
● The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.

● In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odour during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
● Do not place any objects within 10 cm of the right, left and back sides of the unit.
● Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).
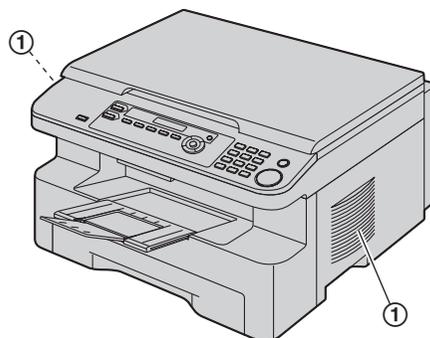
Routine care
● Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

1.1 Included accessories

① Power cord
(Use the appropriate power cord for where you use the unit.)
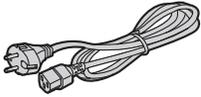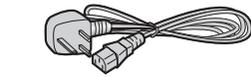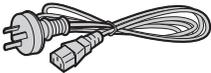
KX-MB772 only   ② CD-ROM
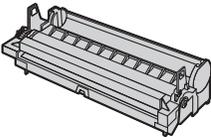
③ Drum unit   ④ Starter toner cartridge[*1]
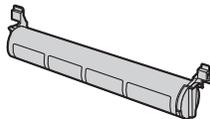
⑤ Quick reference guide   ⑥ Quick installation guide
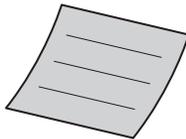
⑦ **KX-MB772 only**
Telephone line cord
(Use the appropriate telephone line cord for where you use the unit.)

*1 Prints about 500 A4-sized pages with a 5 % image area (page 85).

Note:
● Save the original carton and packing materials for future shipping and transportation of the unit.

1.2 Accessory information

To ensure that the unit operates properly, we recommend the use of a Panasonic toner cartridge and drum unit. See page 85 for specifications.

1.2.1 Available accessories

– **Replacement toner cartridge[*1]**
   ● **Model No. (Part No.): KX-FAT92A/KX-FAT92E**
– **Replacement drum unit**
   ● **Model No. (Part No.): KX-FAD93A/KX-FAD93E**
   *1 Approx. 2,000 sheets of A4 size paper can be printed with KX-FAT92A/KX-FAT92E.

● We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum unit.

1.3 Button descriptions
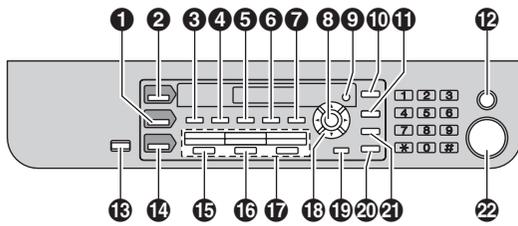
* The small hole on the left side of the LCD display is for beeps (KX-MB262 only).
* The pictured model is KX-MB772.

❶ 【COPY】
- To switch to the copy mode (page 18, 31).

❷ 【SCAN】
- To switch to the scan mode (page 18, 28).

❸ 【COLLATE】
- To make a collated copy (page 35).
  【DIRECTORY】(KX-MB772 only)
- To initiate the navigator directory (page 38, 39).

❹ 【CONTRAST】
- To select a contrast (page 31, 36).

❺ 【RESOLUTION】
- To select a resolution (page 31, 36).

❻ 【ZOOM】
- To enlarge or reduce a document when copying (page 32).
  【QUICK SCAN】(KX-MB772 only)
- To store a scanned document into memory, and then send it (page 37).

❼ 【PAGE LAYOUT】
- To make quick ID, poster or N in 1 copy (page 33).

❽ 【SET】
- To store a setting during programming.

❾ 【MENU】
- To start or exit programming.

❿ 【CALLER ID】(KX-MB772 only)
- To use Caller ID features (page 49).
- To change the display of the caller information (page 49).

⓫ 【REDIAL】【PAUSE】(KX-MB772 only)
- To redial the last number dialled. If the line is busy when you send a fax, the unit will automatically redial the number 2 or more times.
- To insert a pause during dialling.

⓬ 【STOP】
- To stop an operation or programming session.
- To erase a character/number.

⓭ 【FAX AUTO ANSWER】(KX-MB772 only)
- To turn the auto answer setting ON/OFF (page 43).
  【POWER SAVE】(KX-MB262 only)

- To set the unit to the power save mode manually.

⓮ 【FAX】(KX-MB772 only)
- To switch to the fax mode (page 18, 36).

⓯ 【BROADCAST】(KX-MB772 only)
- To send a document to multiple parties (page 39).

⓰ 【MANUAL BROAD】(KX-MB772 only)
- To send a document to multiple parties manually (page 39).

⓱ Station keys (KX-MB772 only)
- To use the one-touch dial feature (page 37, 38).

⓲ Navigator key
- To select desired settings during scanning or copying (page 28, 31).
- To adjust volume (KX-MB772 only) (page 21).
- To search for a stored item (KX-MB772 only) (page 38).

⓳ 【LOWER】(KX-MB772 only)
- To select stations 4–6 for the one-touch dial feature (page 37, 38).

⓴ 【MONITOR】(KX-MB772 only)
- To initiate dialling.
  When you press 【MONITOR】 while receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

㉑ 【FLASH】(KX-MB772 only)
- To access special telephone services or for transferring extension calls.

㉒ 【START】
- To copy a document (page 31).
- To scan a document (page 28).
- To send or receive a fax (KX-MB772 only) (page 36).

1.4 Overview

1.4.1 Front view
KX-MB772
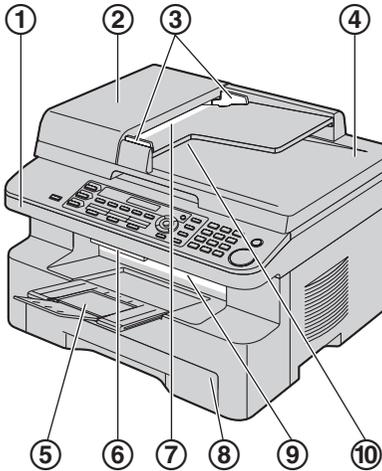
KX-MB262
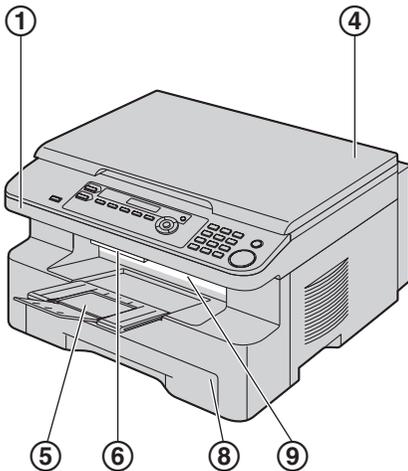
① **Top cover**
② **ADF (Auto Document Feeder) cover**
③ **Document guides**
④ **Document cover**
⑤ **Output tray**
⑥ **Top cover release lever**
⑦ **Document entrance**
⑧ **Paper input tray**
⑨ **Recording paper exit**
⑩ **Document exit**

1.4.2 Rear view
KX-MB772
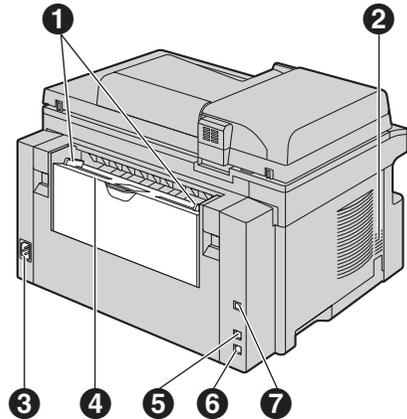
KX-MB262
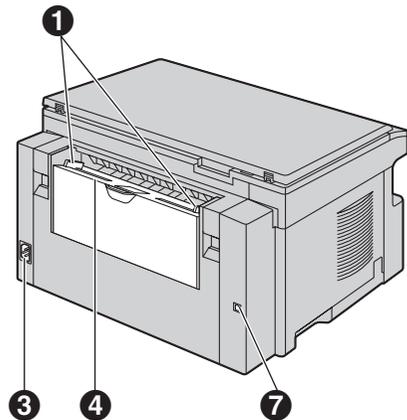
❶ **Recording paper guides**
❷ **Speaker (KX-MB772 only)**
❸ **Power inlet**
❹ **Manual input tray (Rear cover)**
❺ **External telephone jack**
❻ **Telephone line jack (KX-MB772 only)**
❼ **USB interface connector**

Removing the shipping tape

Remove the shipping tape (①).
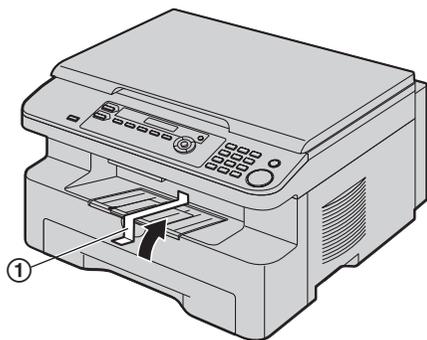
Note:
● Shipping tape positions are subject to change without notice.

1.5 Toner cartridge and drum unit

The included toner cartridge is a starter toner cartridge.

Caution:
● **Read the following instructions before you begin installation. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:**
　　– Do not expose the drum unit to light for more than 5 minutes.
　　– Do not touch or scratch the black drum surface.
　　– Do not place the drum unit near dust or dirt, or in a high humidity area.
　　– Do not expose the drum unit to direct sunlight.
● **We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum unit.**
● **Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.**
● **Do not add toner to the toner cartridge.**

1 Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.

2 Remove the toner cartridge and drum unit from the protection bags. Peel off the seal (①) from the toner cartridge.
● Do not touch or scratch the black drum surface (②).
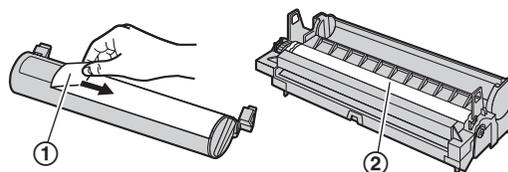
3 Place the toner cartridge (③) into the drum unit (④) vertically.
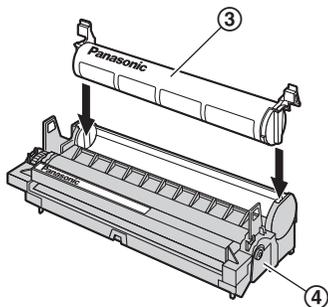
4 Turn the green levers (⑤) on each side of the toner cartridge while pressing down firmly.
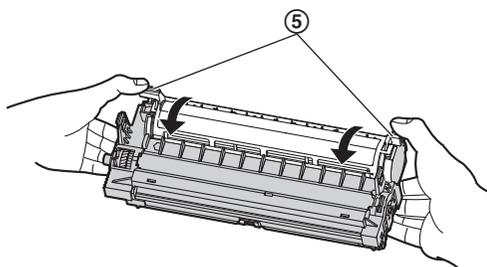
5 Make sure that the triangles (⑥) match, to install the toner cartridge correctly.
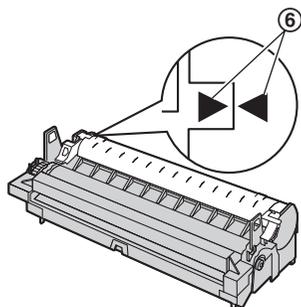
6 Lift the top cover release lever (⑦) and open the top cover (⑧).
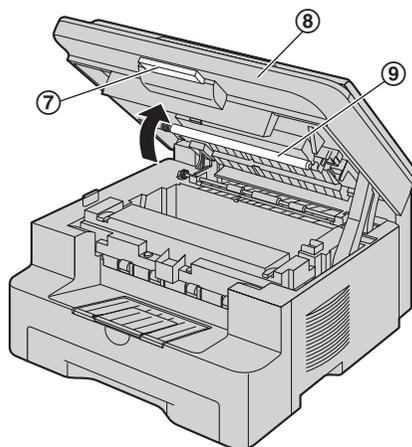
Note:
● Do not touch the transfer roller (⑨).
● If the lower glass (⑩) is dirty, clean it with a soft and dry cloth.
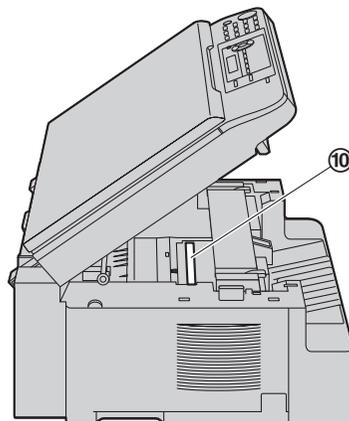
7 Install the drum and toner unit (⑪) by holding the tabs.
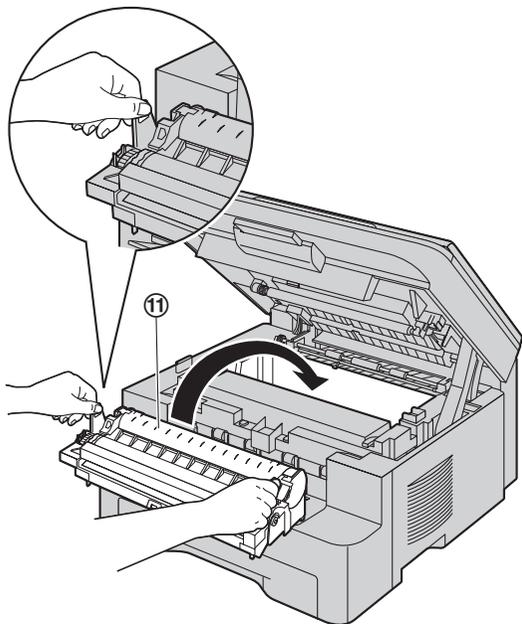
- Make sure that the triangles (⑫) match, to install the drum and toner unit correctly.
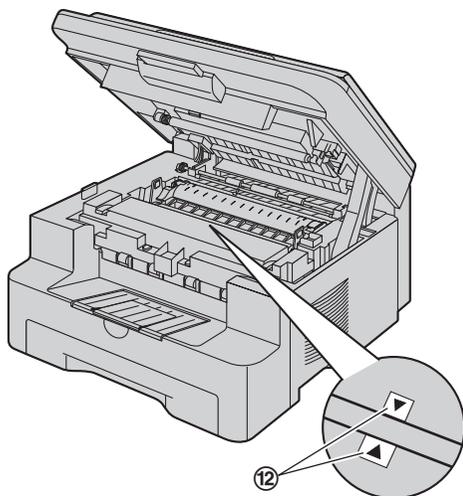
8 Close the top cover until locked.
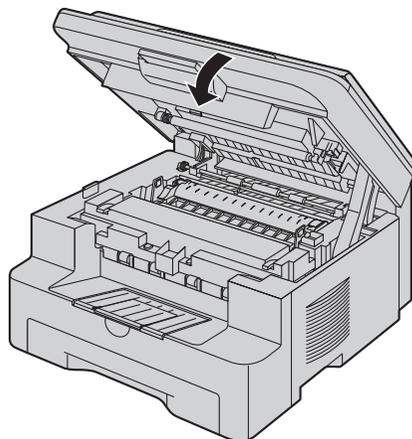
Caution:
- **To prevent injuries, be careful not to put your hands under the top cover.**
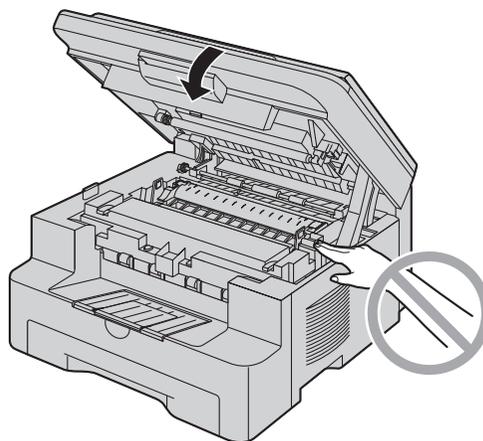
To replace the toner cartridge and the drum unit
When the display shows the following, replace the toner cartridge.

```
TONER LOW
```

```
TONER EMPTY
```

- To check the drum life and quality, please print the printer test list (page 83) and refer to page 85 for information on the drum life. If printing quality is still poor or **"REPLACE DRUM"** appears on the display, replace the toner cartridge and drum unit.
- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FAT92A/KX-FAT92E) and drum unit (Model No. KX-FAD93A/KX-FAD93E)**. See page 7 for accessory information.

● To maintain print quality and machine life, we recommend you to clean slots and openings (page 4) and the inside of the unit (page 79, 82) when replacing the toner cartridge and/or drum unit.

Waste disposal method

Waste material should be disposed of under conditions which meet all national and local environmental regulations.

Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 56). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

1.6 Output tray

Pull the output tray extender (①) forward gently until it clicks into place, then press the centre part of the extender (②) to open.
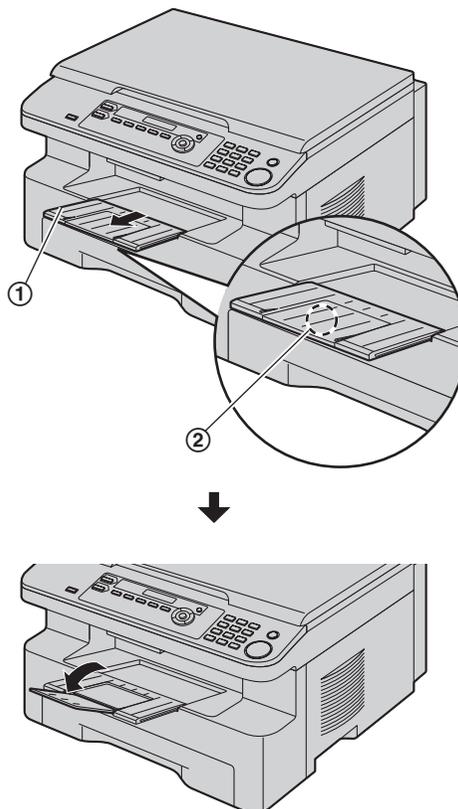
Note:
● Do not place the unit in an area where the output tray may be easily bumped into.
● The output tray can hold up to approximately 150 sheets of printed paper. Remove the printed paper before the output tray becomes full.

If the top part of the extender is detached

1. With the top part of the extender in the open position, insert the tab (①) into the left hole (②) of the extender.
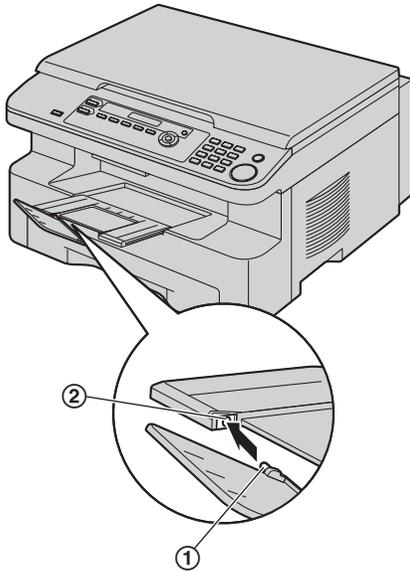
2. Slide the other tab (③) into the right hole (④) of the extender from below until it clicks into place.
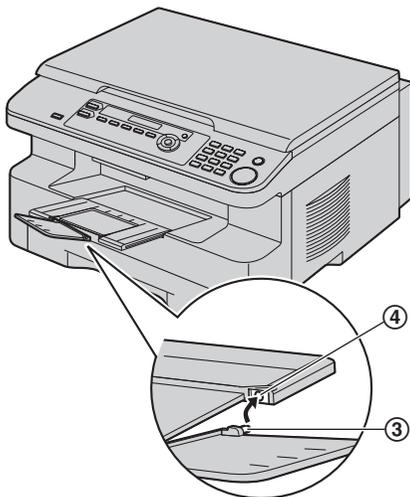
If the extender is detached

1. Line up the extender (①) with the left side of the output tray. Make sure that the triangles (②) match, to attach the extender correctly.
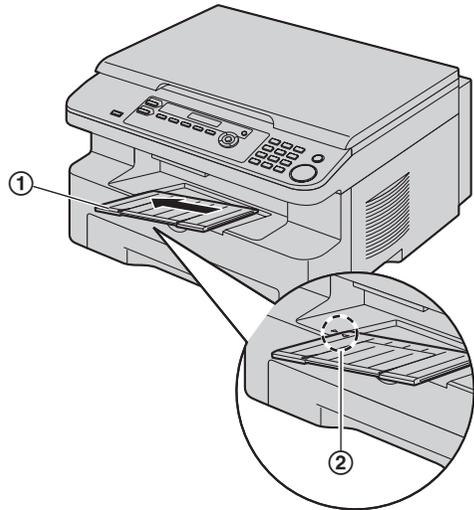
2. Snap the extender (③) into the unit by pushing down the right side of the extender.
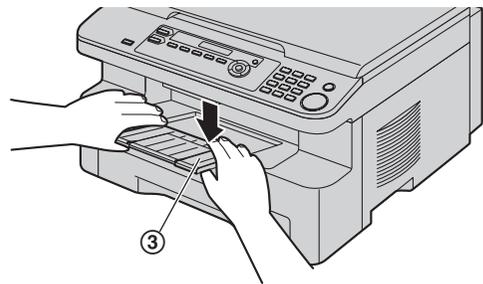
1.7 Recording paper

The paper input tray unit can hold:
– Up to 250 sheets of 60 g/m^2 to 75 g/m^2 paper.
– Up to 230 sheets of 80 g/m^2 paper.
– Up to 200 sheets of 90 g/m^2 paper.

● Please refer to page 84 for information on recording paper.
● **The unit is set for printing A4 size paper by default. If you want to use letter or legal size paper, change the setting (feature #380 on page 55).**

1 Pull the paper input tray (①) until it clicks into place, then pull it completely out, lifting the front part of the tray.
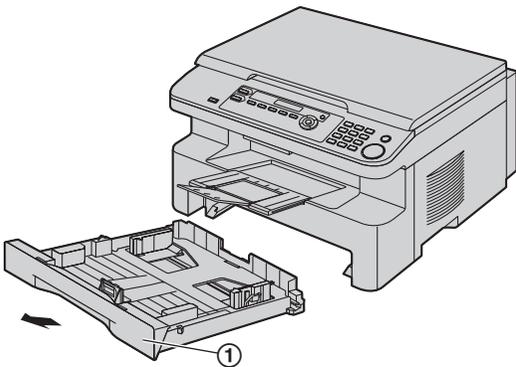
2 Before loading a stack of paper, fan the paper to prevent paper jams.
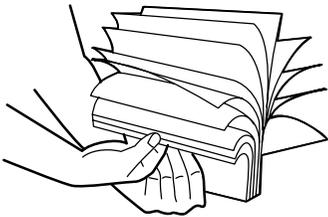
3 Load the paper, print-side up (②).

Important:
● **Push and lock the plate (③) in the paper input tray, if it is lifted.**
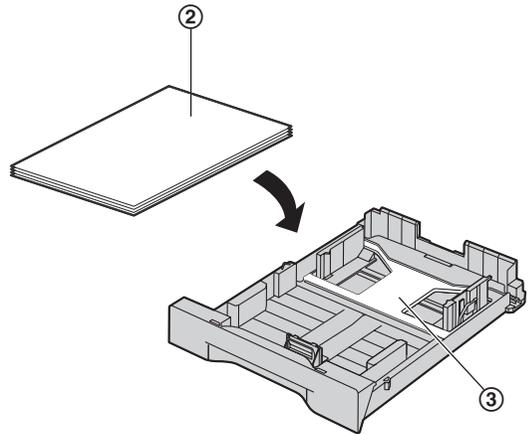
4 Adjust the recording paper guides. Pinch the front side of the recording paper guide (④), then slide it to match the paper size mark. Pinch the right side of the recording paper guide (⑤), then slide it to adjust the width to the size of the recording paper.
● Make sure that the recording paper is under the paper limit mark (⑥), and the paper should not be loaded over the snubbers (⑦).
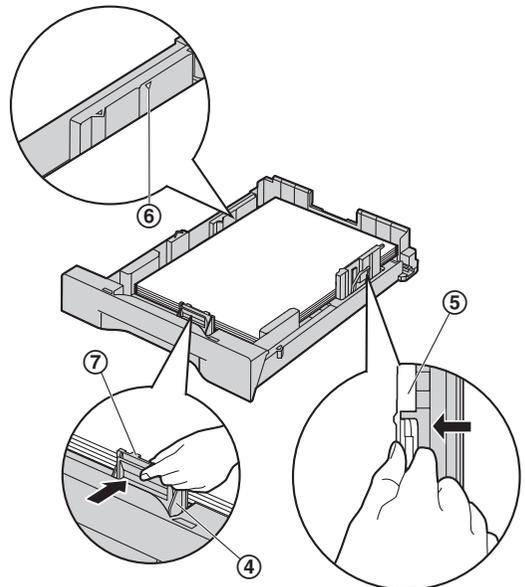
5 Insert the paper input tray to the unit, lifting the front part of the tray. Then push it completely into the unit.
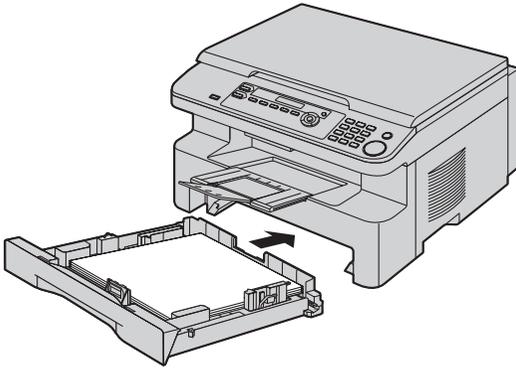
Note:
- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the paper input tray does not close, the plate in the paper input tray may be lifted. Push the paper and make sure that the paper is laid flat in the paper input tray.

Caution for the paper input tray
- **Do not drop the paper input tray.**
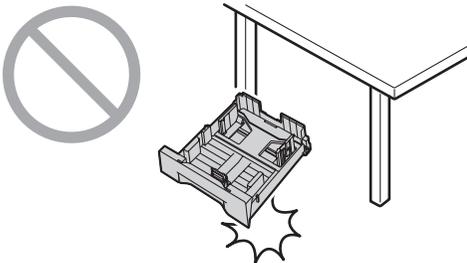
- **Hold the paper input tray with both hands when removing or installing. The paper input tray weighs approximately 2 kg when the recording paper is fully installed.**

Approx. 2 kg
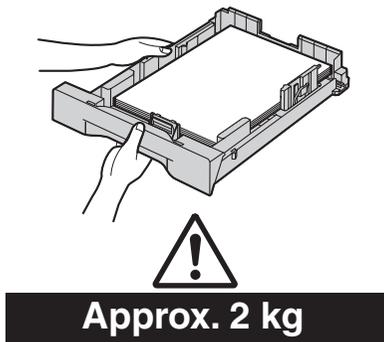
2.1 Connections

Caution:
- **When you operate this product, the power outlet should be near the product and easily accessible.**
- **Be sure to use the telephone line cord included in this unit (KX-MB772 only).**
- **Do not extend the telephone line cord (KX-MB772 only).**

① Power cord
  - Connect to a power outlet (220–240 V, 50/60 Hz).
② Telephone line cord[*1]
  - Connect to a single telephone line jack.
③ [**EXT**] jack[*1]
  - You can connect an answering machine or an extension telephone. Remove the stopper if attached.
④ Answering machine (not included)[*1]
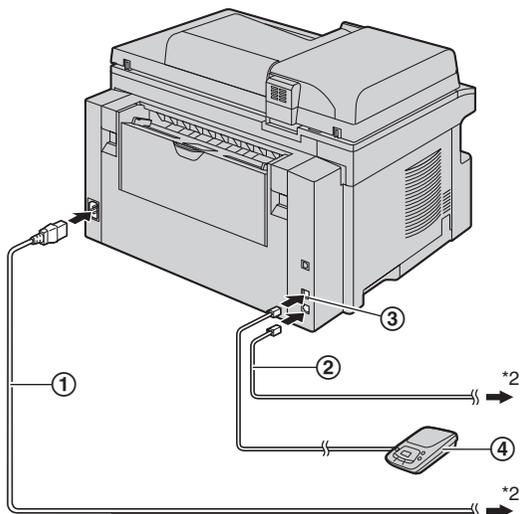
* The pictured model is KX-MB772.
*1 KX-MB772 only
*2 The power cord or telephone line cord may differ slightly. Use the appropriate power cord or telephone line cord for where you use the unit.

Important notice for the USB connection
- Do NOT connect the USB cable until prompted by the Multi-Function Station (page 23).

Note:
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device (KX-MB772 only).

- If you use the unit with a computer and your internet provider instructs you to install a filter (⑤), please connect it as follows (KX-MB772 only).
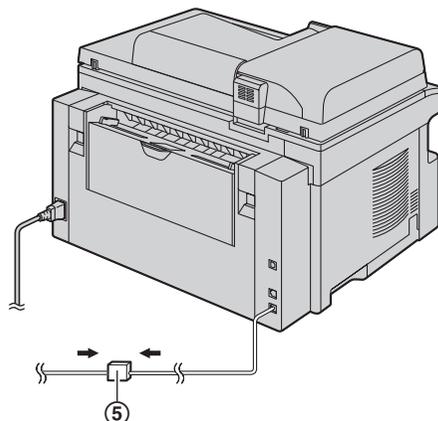
* The pictured model is KX-MB772.
- A telephone handset cannot be connected directly to this unit. To talk to the other party, please connect an extension telephone (KX-MB772 only).

This model is designed to be used in Middle East, Hong Kong, Malaysia, Asia, New Zealand, Africa and Latin America according to the location setting feature (KX-MB772 only).
The default setting is Middle East. To change the location setting, see page 54 (feature #114).

2.2 Dialling mode (KX-MB772 only)

Important:
● **Not available when "NEW ZEALAND" is selected in feature #114 on page 54.**

If you cannot dial (page 36), change this setting according to your telephone line service.

【MENU】

【SET】
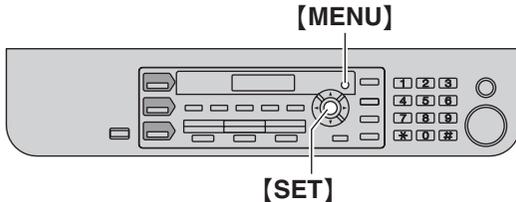
1 **【MENU】** → **【♯】【1】【2】【0】**

```
DIALLING MODE
=TONE        [▼▲]
```

2 Press **【1】** or **【2】** to select the desired setting.
【1】 "PULSE": For rotary/pulse dial service.
【2】 "TONE" (default): For tone dial service.

3 **【SET】**

4 Press **【MENU】** to exit.

2.3 Selecting the operation mode (Scan/Copy) (Fax: KX-MB772 only)

You can select the desired mode by pressing one of the following buttons.
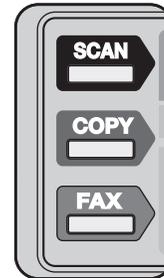
* The pictured model is KX-MB772.
– **【SCAN】**: Select this mode when using the unit as a scanner for the computer (page 28).
– **【COPY】**: Select this mode when using the unit as a copier (page 31).
– **【FAX】 (KX-MB772 only)**: Select this mode when using the unit as a fax machine (page 36).

Note:
● The default operation mode is the copy mode.
● You can change the default operation mode (feature #463 on page 55) and the timer before returning to the default operation mode (feature #464 on page 56) (KX-MB772 only).

2.4 Setting the original

2.4.1 Using the scanner glass
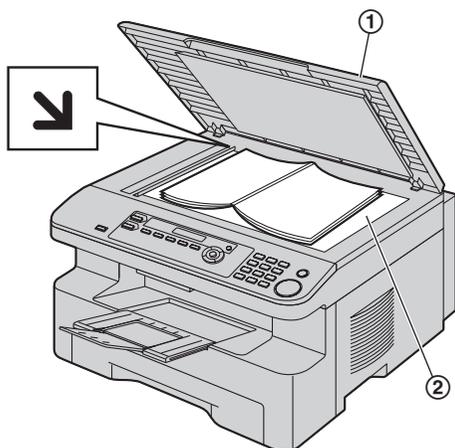
1   Open the document cover (①).
2   Place the document FACE DOWN on the scanner glass (②), aligning the top left of the document with the corner to which the ➘ mark points.
3   Close the document cover.

Note:
● Confirm that there are no documents in the auto document feeder (KX-MB772 only).
● Place the original onto the scanner glass gently and do not press down too firmly to avoid malfunction.
● If the original is a thick book, do not close the document cover.
● Check that ink, paste or correction fluid has dried completely.
● Effective scanning area is as follows:
   Effective scanning area
   ● Shaded area will be scanned.
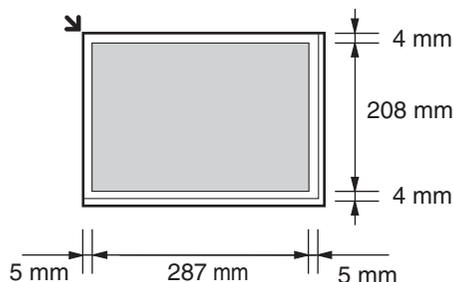
2.4.2 Using the auto document feeder (KX-MB772 only)
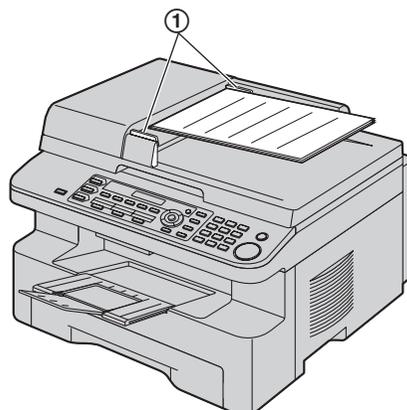
1   Insert the document (up to 20 pages) FACE UP into the feeder until a single beep is heard.
2   Adjust the width of the document guides (①) to fit the actual size of the document.

Note:
● Confirm that there are no documents on the scanner glass.
● Check that ink, paste or correction fluid has dried completely.
● Remove clips, staples or other fasteners.
● Do not set the following types of documents: (Make a copy of the document using the scanner glass and set the copy instead.)
   –   Chemically treated paper such as carbon or carbonless duplicating paper
   –   Electrostatically charged paper
   –   Badly curled, creased or torn paper
   –   Paper with a coated surface
   –   Paper with printing on the opposite side that can be seen through the other side, such as newsprint
● The total height of the documents when laid flat, must be less than 4 mm. If the documents exceed the capacity of the auto document feeder, they may fall or cause a jam in the feeder (KX-MB772 only).
● To set a document with a width of less than 210 mm, we recommend using the scanner glass to copy the original document onto A4 or letter-sized paper, then setting the copied document (KX-MB772 only).
● Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy (KX-MB772 only).
● Available document size, document weight and effective scanning area are as follows:

Minimum document size
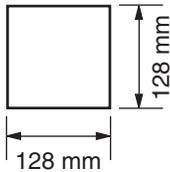
128 mm (height)
128 mm (width)

Maximum document size

600 mm (height)
216 mm (width)

Effective scanning area
● Shaded area will be scanned.

5 mm
5 mm
4 mm   4 mm
208 mm
216 mm
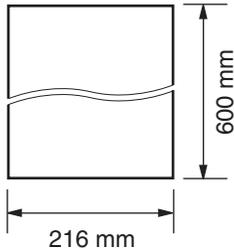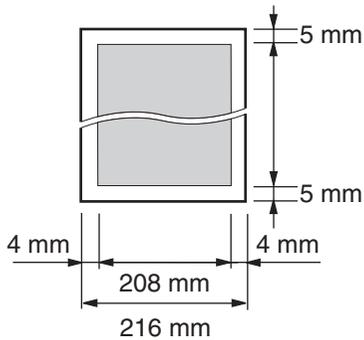
Document weight
● Single sheet:
  60 g/m^2 to 75 g/m^2
● Multiple sheets:
  60 g/m^2 to 75 g/m^2

2.5 Help function (KX-MB772 only)

The unit contains helpful information on the following topics which can be printed for reference purposes, as follows:
– **"BASIC SETTINGS"**
– **"FEATURE LIST"**
– **"DIRECTORY"**
– **"FAX RECEIVING"**
– **"COPIER"**
– **"REPORTS"**
– **"CALLER ID"**

【MENU】

【SET】 【◄】【►】
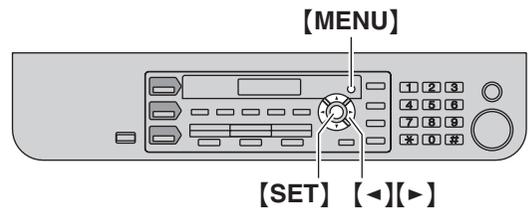
1 Press 【MENU】 repeatedly to display **"HELP"**.

2 Press 【◄】 or 【►】 repeatedly to display the desired item. → 【SET】

3 Press 【MENU】 to exit.

2.6 Adjusting volume (KX-MB772 only)

Important:
● **Before adjusting volume, set the operation mode to fax mode. If the 【FAX】 light is OFF, turn it ON by pressing 【FAX】.**

【FAX】   【SET】【▼】【▲】
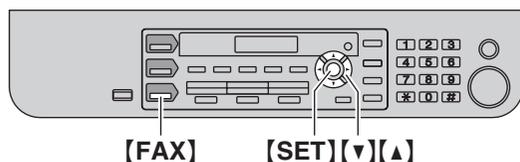
Ringer volume
While the unit is idle, press 【▼】 or 【▲】.
● If there are any documents in the document entrance, you cannot adjust the volume. Confirm that there are no documents in the entrance.

To turn the ringer OFF
Press 【▼】 repeatedly to display **"RINGER OFF= OK?"**.
→ 【SET】
● The unit will not ring.
● To turn the ringer back ON, press 【▲】.

Ringer pattern
● You can select one of 3 ringer patterns (feature #161 on page 55).

Monitor volume
While using the monitor, press 【▼】 or 【▲】.

2.7 Date and time (KX-MB772 only)

【MENU】

【FAX】   【SET】【◄】【►】
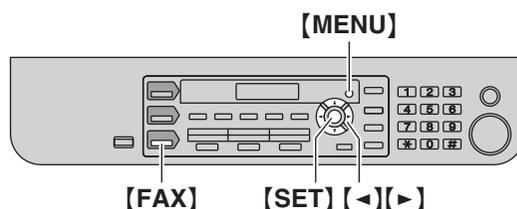
1 【MENU】 → 【♯】【1】【0】【1】 → 【SET】

```
D:01/M:01/Y:07
TIME: 00:00
```

2 Enter the current date/month/year/hour/minute by selecting 2 digits for each. Press 【✲】 repeatedly to select **"AM"** or **"PM"**, or 24-hour time entry.
Example: 10 August, 2007 10:15 PM (12 hour clock format)

   1. Press 【1】【0】 【0】【8】 【0】【7】 【1】【0】 【1】【5】.

```
D:10/M:08/Y:07
TIME: 10:15
```

   2. Press 【✲】 repeatedly to select **"PM"**.

3 【SET】

4 Press 【MENU】 to exit.

Note:
● The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.
● After setting the date and time, if the unit is in the copy mode, change it to the fax mode by pressing 【FAX】. You can check your unit's date and time setting on the display.

To correct a mistake
Press 【◄】 or 【►】 to move the cursor to the incorrect number, and make the correction.

If you have subscribed to a Caller ID service
If feature #114 is set to **"NEW ZEALAND"**, the date and time will be automatically set according to the received caller information.
● If the time has not previously been set, Caller ID will not adjust the clock.

2.8 Your logo (KX-MB772 only)

You can program your logo (name, company name, etc.) so that it appears on the top of each page sent.

【MENU】　【STOP】

【SET】
【◄】【►】
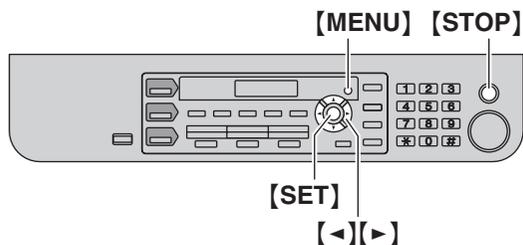
1 【MENU】 → 【♯】【1】【0】【2】 → 【SET】

```
LOGO=▮
```

2 Enter your logo, up to 30 characters (see page 63 for character entry). → 【SET】

3 Press 【MENU】 to exit.

To correct a mistake

Press 【◄】 or 【►】 to move the cursor to the incorrect character, and make the correction.
● To erase all characters, press and hold 【STOP】.

2.9 Your fax number (KX-MB772 only)

You can program your fax number so that it appears on the top of each page sent.

【MENU】　【STOP】

【SET】　【FLASH】
【◄】【►】
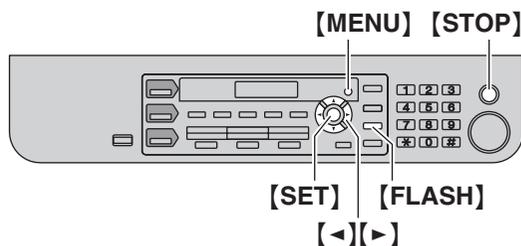
1 【MENU】 → 【♯】【1】【0】【3】 → 【SET】

```
NO.=▮
```

2 Enter your fax number, up to 20 digits.
● To enter a "+", press 【＊】.
● To enter a space, press 【♯】.
Example: +64 9 1234567
Press 【＊】【6】【4】【♯】【9】【♯】【1】【2】【3】【4】【5】【6】【7】.
● To enter a hyphen, press 【FLASH】.
● To erase a number, press 【STOP】.

3 【SET】

4 Press 【MENU】 to exit.

To correct a mistake

Press 【◄】 or 【►】 to move the cursor to the incorrect number, and make the correction.
● To erase all numbers, press and hold 【STOP】.

2.10 Installing Multi-Function Station

2.10.1 Required computer environment

Panasonic Multi-Function Station software enables the unit to carry out the following functions:
– Printing on plain paper and labels
– Scanning documents and converting an image into text with Readiris OCR software
– Scanning from other applications for Microsoft® Windows® that support TWAIN scanning
– Storing, editing or erasing items in directories using your computer (KX-MB772 only)
– Programming the features using your computer
– Sending, receiving fax documents using your computer (KX-MB772 only)

To use Multi-Function Station on your computer, the following are required:
Operating System:
Windows 98/Windows Me/Windows 2000/Windows XP/Windows Vista™ operating system
CPU:
Windows 98: Pentium® 90 MHz or faster
Windows Me: Pentium 150 MHz or faster
Windows 2000: Pentium 166 MHz or faster
Windows XP: Pentium 300 MHz or faster
Windows Vista: Recent Processor (x86) 800 MHz or higher processor
RAM:
Windows 98: 24 MB (32 MB or more recommended)
Windows Me: 32 MB (64 MB or more recommended)
Windows 2000: 64 MB or more
Windows XP: 128 MB or more
Windows Vista: 512 MB or more
Other Hardware:
CD-ROM drive
Hard disk drive with at least 150 MB of available space
USB interface

Warning:
● To assure continued emission limit compliance, use only shielded USB cable.

Note:
● Be sure to use a Hi-Speed USB 2.0 certified cable if your computer is equipped with the Hi-Speed USB 2.0 interface.
● USB cable is not included. Please purchase a shielded Type-A male/Type-B male USB cable.

2.10.2 Installing Multi-Function Station on a computer

● **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with USB cable. If the unit is connected to a computer with USB cable before installing Multi-Function Station, the [Found New Hardware Wizard]**

dialogue box will appear. Click [Cancel] to close it.
● **The screenshots shown in these instructions are for Windows XP and are included for reference only.**
● **The screenshots shown in these instructions may differ slightly from those of the actual product.**
● **Software features and appearance are subject to change without notice.**

1 Start Windows and exit all other applications.
   ● For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to install Multi-Function Station.

2 Insert the included CD-ROM into your CD-ROM drive.
   ● If the [**Select Language**] dialogue box appears, select the desired language that you want to use with this software. Click [**OK**].
   ● If the installation does not start automatically: Click [**Start**]. Choose [**Run...**]. Type "**D:\Install**" (where "**D:**" is the drive letter of your CD-ROM drive). Click [**OK**].
   (If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)

3 [**Easy installation**]
   ● The installation will start.

4 When the setup program starts, follow the on-screen instructions.
   ● Readiris OCR software (page 28) and Device Monitor (page 64) will also be installed.

5 When the [**Connect Type**] dialogue box appears, select [**Connect directly with a USB cable.**]. → [**Next**]
   ● The [**Connect Device**] dialogue box will appear.

6 Connect the unit with the USB cable (①), then click [**Next**].
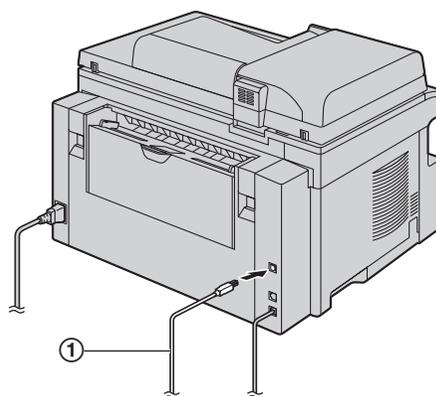
* The pictured model is KX-MB772.

2. Preparation

- If the unit is connected to your computer, the model name will be automatically detected.
- You can change the name of the unit if necessary.

7 Click [**Install**], then follow the on-screen instructions.
  - The files will be copied to your computer.

Important notice

If you use Windows XP or Windows Vista, a message may appear after connecting the unit with the USB cable. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**
  "The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP."
- **For Windows Vista users**
  "Would you like to install this device software?"

To view or install the operating instructions in the CD-ROM

1. Start Windows and insert the included CD-ROM into your CD-ROM drive.

2. Click [**Operating Instructions**], then follow the on-screen instructions to view or install the operating instructions in PDF format.
   - Adobe® Reader® is required to view them.

Note:
- If the screen prompts to insert the CD-ROM for the operating system when installing Multi-Function Station, insert it into your CD-ROM drive.
- If you install the operating instructions, you can view it anytime from [**?**] on the Multi-Function Station launcher.

To use another unit with the computer
You need to add the printer driver for each unit, as follows.
[**Start**] → [**All Programs**] or [**Programs**] → [**Panasonic**] → the unit's name → [**Add Printer Driver**]. Then follow the on-screen instructions.

Note:
- You cannot connect more than one unit to the same computer at the same time.

To modify the software
You can select the components to install anytime after the installation.
For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to modify Multi-Function Station.

1. Start Windows and insert the included CD-ROM into your CD-ROM drive.

2. [**Start**] → [**All Programs**] or [**Programs**] → [**Panasonic**] → the unit's name → [**Uninstall or Modify**] → [**Modify**] → [**Next**]. Then follow the on-screen instructions.

To uninstall the software
For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to uninstall Multi-Function Station.

1. [**Start**] → [**All Programs**] or [**Programs**] → [**Panasonic**] → the unit's name → [**Uninstall or Modify**]

2. [**Uninstall**] → [**Next**]. Then follow the on-screen instructions.

Note:
- If you want to uninstall each component, select [**Modify**] and click [**Next**] in step 2. Then follow the on-screen instructions.

2.11 Starting Multi-Function Station

[**Start**] → [**All Programs**] or [**Programs**] → [**Panasonic**] → the unit's name → [**Multi-Function Station**]

● Multi-Function Station will appear.
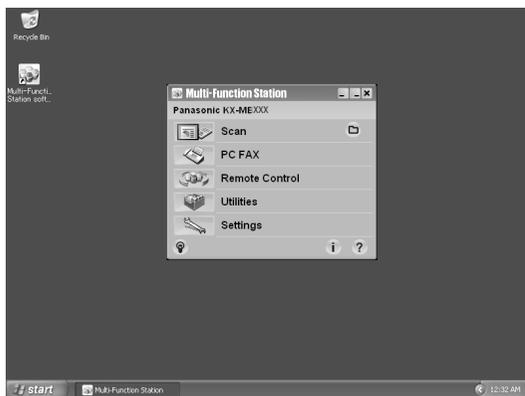
* The pictured screenshot is for KX-MB772.

[**Scan**] (page 29)
● To scan and display the scanned images.
● To scan and create an image file.
● To scan and send by e-mail.
● To scan and convert an image into editable text data.

[**PC FAX**] (KX-MB772 only)
● To send a document created on the computer (page 41).
● To display a document received on the computer (page 47).

[**Remote Control**] (page 64)
● To program the features.
● To store, edit or erase items in directories.[*1]
● To view items in the journal report or Caller ID list.[*1]
● To store caller information into directories.[*1]
● To store or erase items for broadcast transmission.[*1]

[**Utilities**]
● To start Multi-Function Viewer (page 29).
● To start Device Monitor (page 64).
● To start OCR application (page 28).

[**Settings**] (page 25)
● To change the general settings.
● To change the settings for scanning.

[**?**]
● For detailed instructions on Multi-Function Station.
● To view operating instructions.

[♡]
● To display usage tips.

[i]
● To display information about Multi-Function Station.

*1 KX-MB772 only

Note:
● You can confirm if the unit is connected to your computer on Device Monitor (page 64).
● Computer features (printing, scanning, etc.) may not function properly in the following situations:
   – When the unit is connected to a computer that was custom-built by the user.
   – When the unit is connected to the computer via a PCI card or other expansion card.
   – When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

To change the settings
You can change the settings for Multi-Function Station beforehand.

1. Select [**Settings**] from Multi-Function Station.

2. Click the desired tab and change the settings. → [**OK**]

[**General**]
– Launcher display: To select the display type of the launcher.
– OCR Path: To select the OCR software.

[**Scan**]
– Save to: To select the folder where the scanned image will be saved.
– Viewer/File/E-Mail/OCR/Custom: To change scanning settings for Multi-Function scan application.

To select the default E-mail software
The default E-mail software is used when using "4.1.3 Scan to E-mail", page 28.
You can select the default E-mail software as follows.

For Windows XP:

1. [**Start**] → [**Control Panel**] → [**Internet Options**] → [**Programs**] → [**E-mail**]

2. Select the desired MAPI-compliant E-mail software such as [**Outlook Express**], etc. → [**OK**]

● These steps may vary depending on your operating system.

3.1 Printing from Windows applications

You can print a file created in a Windows application. For example, to print from WordPad, proceed as follows.

1 Open the document you want to print.

2 Select [**Print...**] from the [**File**] menu.
   ● The [**Print**] dialogue box will appear.
     For details about the [**Print**] dialogue box, click [**?**], then click the desired item.
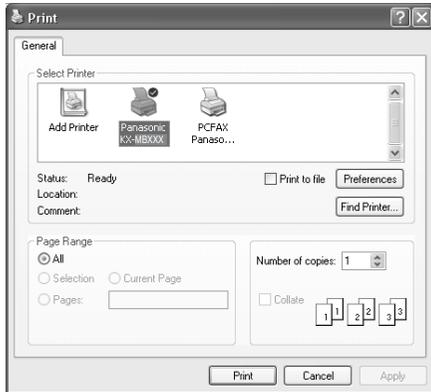
Note:
   ● For Microsoft PowerPoint®, select [**Colour**] or remove the check next to [**Greyscale**] in the print dialogue so that coloured text will be printed in greyscale.

3 Select the unit's name as the active printer.
   ● If you have changed the name of the unit when installing, select that name from the list.
   ● To change the printer settings, proceed as follows.
     For Windows 98/Windows Me:
     Click [**Properties**], then click the desired tab. Change the printer settings, then click [**OK**].
     For Windows 2000:
     Click the desired tab and change the printer settings.
     For Windows XP/Windows Vista:
     Click [**Preferences**], then click the desired tab. Change the printer settings, then click [**OK**].

4 Click [**Print**] or [**OK**].
   ● The unit will start printing.

Note:
   ● To stop printing from the unit, see page 64.
   ● To load paper, see page 15, 27.
   ● When using the manual input tray, load the recording paper after step 4.
   ● For details about the paper specifications, see page 84.

● If a printing error occurs, the Device Monitor will be started automatically and display the error information.

Setting the printer properties
You can change the printer setting in step 3. We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
You can change or display the settings on the following tabs.
[**Basic**] Paper size, media type, page per sheet, etc.
[**Output**] Number of prints, collate, etc.
[**Quality**] Resolution, contrast, toner save feature, etc.
[**Effects**] Watermark, overlay.
[**Profile**] Saving the desired settings, selecting the saved settings, etc.
[**Support**] Version information.

Note:
   ● When printing from a computer, the toner save feature on the [**Quality**] tab overrides the unit's toner save setting (feature #482 on page 56).

3.1.1 Using the manual input tray

You can print on plain paper and labels.
The manual input tray is used only for printing with the computer and can hold one page at a time. When printing multiple pages, add a next page after the first page has been fed into the unit.

● Please refer to page 84 for information on recording paper.

> Load the recording paper after you have started printing with the computer.

1 Adjust the width of the guides (①) to the size of the recording paper.

2 Insert the paper, print-side down (②) until the unit grasps the paper and a single beep is heard.
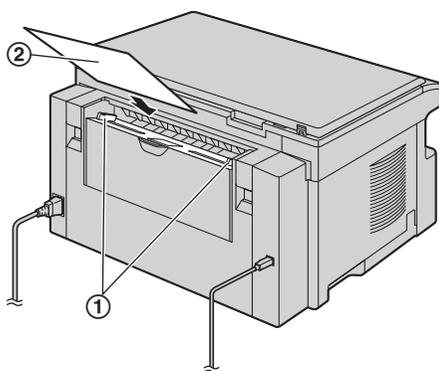
Note:
● If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.
● Make sure the unit grasps the recording paper as specified in step 2. The display shows the following.

```
PAPER IN TRAY #2
FOR PC PRINTING
```

● To use the manual input tray, you must change the paper source in the [**Basic**] tab when setting the printer properties (page 26). You can also select the desired media type.

To print on labels
Use labels designed for laser printing. We recommend the following:

Avery®
5160/5161/5162/5163/5164/5165/5167/5168

XEROX®
LWH100/LWH110/LWH120/LWH130/LWH140
● **Use the manual input tray to print labels.**
● **Load label sheets one page at a time for printing, print-side down.**
● **Remove each label after printing.**
● Do not use the following types of labels:
  – Labels that are wrinkled, damaged or separated from the backing sheet.

– Any sheet of labels that has spaces in it where some of the labels have been removed.
– Labels that do not completely cover the backing sheet as follows.
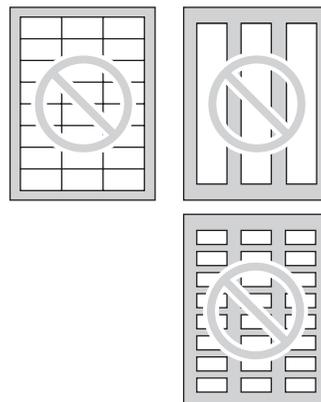
4.1 Scanning from the unit (Push Scan)

You can easily scan the document by operating the operation panel on the unit. Select following scanning modes depending on the way to use the scanned image.

– Viewing using Multi-Function Viewer (Viewer)
– Saving as a file to your computer (File)
– Sending as an attached file to e-mail destination (E-Mail)
– Using OCR software (OCR)

Note:
● You can set the desired scan mode for push scan beforehand (feature #493 on page 62).
● The scanned image will be automatically saved in the folder selected by **[Settings]** window.
● When scanning a document, we recommend using the scanner glass rather than the auto document feeder for better results (KX-MB772 only).
● Do not open the document cover when scanning a document with the auto document feeder (KX-MB772 only).

[SCAN] Station keys

[SET][▼][▲][►] **[START]**
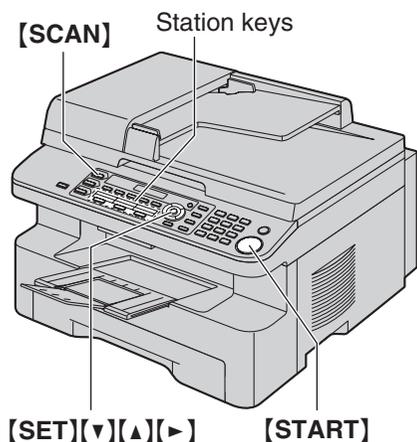
* The pictured model is KX-MB772.

4.1.1 Scan to Multi-Function Viewer

1 Set the original (page 19).

2 **[SCAN]**

3 Press **[▼]** or **[▲]** repeatedly to select **"VIEWER"**. → **[SET]**

4 Press **[▼]** or **[▲]** repeatedly to select **"USB HOST"**. → **[SET]**

5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[►]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[SET]** → **[START]**
● The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning. However, when you select PDF as a

file format, the software that is associated to open PDF file will start.

Note:
● To stop scanning, see page 64.
● You can save the images in TIFF, JPEG, BMP or PDF formats.
● See page 19 for document requirements.

4.1.2 Scan to save as a file

1 Set the original (page 19).

2 **[SCAN]**

3 Press **[▼]** or **[▲]** repeatedly to select **"FILE"**. → **[SET]**

4 Press **[▼]** or **[▲]** repeatedly to select **"USB HOST"**. → **[SET]**

5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[►]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[SET]** → **[START]**
● The scanned image will be automatically saved in the folder selected by **[Settings]** window. To change the folder, see page 25.

Note:
● To stop scanning, see page 64.
● You can save the images in TIFF, JPEG, BMP or PDF formats.

4.1.3 Scan to E-mail

You can send the scanned image as attached file to an e-mail using e-mail software in your computer.

1 Set the original (page 19).

2 **[SCAN]**

3 Press **[▼]** or **[▲]** repeatedly to select **"E-MAIL"**. → **[SET]**

4 Press **[▼]** or **[▲]** repeatedly to select **"USB HOST"**. → **[SET]**

5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[►]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[SET]** → **[START]**
● The e-mail software will automatically start and the scanned image will be attached to a new e-mail message.

Note:
● To stop scanning, see page 64.
● You can save the images in JPEG or PDF formats.

4.1.4 Scan to OCR

With OCR software, you can convert an image into text data that can be edited with word processor software. Readiris OCR software can be installed when installing Multi-Function Station.

1 Set the original (page 19).

2 **[SCAN]**

3 Press **[▼]** or **[▲]** repeatedly to select "ocr". →
[SET]

4 Press **[▼]** or **[▲]** repeatedly to select "usb host".
→ **[SET]**

5 If necessary, change the scanning settings (scan
type / resolution / file format / brightness / contrast /
scan size). Press **[►]**, press **[▼]** or **[▲]** repeatedly to
select the desired setting. → **[SET]** → **[START]**
   ● The scanned image will be displayed in the OCR
   window after scanning.

Note:
● You can save the images in TIFF, JPEG or BMP
formats.
● For detailed instructions about OCR, select **[Help]**.

4.2 Scanning from a computer (Pull Scan)

Note:
● When scanning a document, we recommend using
the scanner glass rather than the auto document
feeder for better results (KX-MB772 only).
● Do not open the document cover when scanning a
document with the auto document feeder (KX-
MB772 only).

4.2.1 Using Multi-Function scan application

By clicking an application icon, the selected application
starts automatically after scanning.

1 Set the original (page 19).

2 Start Multi-Function Station. → **[Scan]**

3 Click the desired application icon.
   ● When you click **[Custom]**, the pre-programmed
   application starts.
   ● To cancel scanning while the documents is being
   scanned, click **[Cancel]**.

Note:
● You can change the scanning settings beforehand for
each application (page 25).
● By pointing the application icon, scanning settings
can be displayed as tooltip.
● See page 19 for document requirements.

4.2.2 Using Multi-Function Viewer

1 Set the original (page 19).

2 Start Multi-Function Station.

3 **[Utilities]** → **[Viewer]**
   ● **[Multi-Function Viewer]** will appear.

4 Click the **[Scan]** icon in the **[Multi-Function
Viewer]** window.
   ● The unit's name dialogue box will appear.

5 If necessary, change the scanning settings on your
computer.
   ● To preview the scanned image, click **[Preview]**.
   You can drag the frame to specify the scanned
   area. If you change the scan mode, brightness,
   contrast setting, etc., click **[Preview]** to refresh
   the scanned image.
   If you use the auto document feeder (KX-MB772
   only), only the first page will be previewed. When
   you need to refresh the scanned image, set the
   document to preview again.

6 **[Scan]**
   ● If you preview the scanned image using the auto
   document feeder in step 5, set the document
   again and click **[Scan]** (KX-MB772 only).

- The scanned image will be displayed in the [**Multi-Function Viewer**] window after scanning.
- To save the scanned image, select [**Save As ...**] from the [**File**] menu.
- To cancel scanning while the document is being scanned, click [**Cancel**].

Note:
- You can display images in applications that support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- If the [**Select...**] button is displayed in the [**Target Device**], click the [**Select...**] to select the unit from the list, then click [**OK**].
  The [**Select...**] button will not be displayed when the only one printer driver has been installed.
- You can move, copy and delete a file or page.

4.2.3 Using other applications

Multi-Function Station includes a TWAIN compliant scanner driver. You can also scan using other applications that support TWAIN scanning. For example, proceed as follows.

1 Set the original (page 19).

2 Start an application that supports TWAIN scanning.

3 Select [**Acquire Image...**] from the [**File**] menu.
  - The unit's name dialogue box will appear.

4 If necessary, change the scanning settings on your computer. $\longrightarrow$ [**Scan**]
  - The scanned image will be displayed in the application window after scanning.
  - To cancel scanning while the document is being scanned, click [**Cancel**].

Note:
- Depending on the application used, the appearance may differ slightly.
- If the [**Select...**] button is displayed in the [**Target Device**], click the [**Select...**] to select the unit from the list, then click [**OK**].
  The [**Select...**] button will not be displayed when the only one printer driver has been installed.

5.1 Making a copy

Illegal copies

● **It is unlawful to make copies of certain documents.**

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

– Currency
– Bank notes and checks
– Bank and government bonds and securities
– Passports and identification cards
– Copyright material or trademarks without the consent of the owner
– Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Notice:

● Install your machine near a supervised area to prevent illegal copies from being made.

5.1.1 Using the scanner glass

[COPY]
[CONTRAST]
[SET]
[START]
[RESOLUTION]
[STOP]

1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.

2 Set the original (page 19).

3 If necessary, change the resolution and contrast according to the type of document.
● To select the resolution, see page 31.
● To select the contrast, see page 31.

4 If necessary, enter the number of copies (up to 99).

5 **[START]**
● The unit will start copying.

6 After you finish copying, press **[STOP]** to reset the settings you set in step 3 and 4.

Note:

● To stop copying, see page 64.
● You can change the default operation mode (feature #463 on page 55) and the timer before returning to the default operation mode (feature #464 on page 56) (KX-MB772 only).
● If the **[FAX AUTO ANSWER]** light is ON, the unit can receive faxes automatically even when in the copy mode (KX-MB772 only).

To select the resolution

1. Press **[RESOLUTION]** repeatedly.
– **"TEXT/PHOTO"**: For both text and photographs.
– **"TEXT"**: For text only.
– **"PHOTO"**: For photographs, shaded drawings, etc.

2. **[SET]**

Note:

● You can change the default resolution (feature #461 on page 61).

To select the contrast

You can adjust this setting depending on the darkness or lightness of the document. 5 levels (light to dark) are available.

Press **[CONTRAST]** repeatedly. → **[SET]**

Note:

● You can hold the previous contrast setting (feature #462 on page 55).

5.1.2 Using the auto document feeder (KX-MB772 only)

[COPY]

[STOP]

[START]

1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.

2 Set the original (page 19).

3 If necessary, change the resolution and contrast according to the type of document.
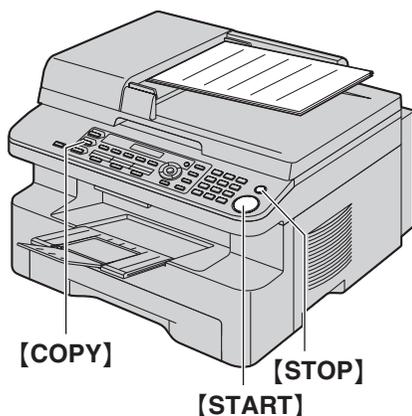 ● To select the resolution, see page 31.
  ● To select the contrast, see page 31.

4 If necessary, enter the number of copies (up to 99).

5 **[START]**
  ● The unit will start copying.

6 After you finish copying, press **[STOP]** to reset the settings you set in step 3 and 4.

Note:
● To stop copying, see page 64.

5.2 More copying features

● Make sure that the **[COPY]** light is ON.

5.2.1 To enlarge/reduce a document

1 Set the original (page 19).

2 Press **[ZOOM]** repeatedly to select the enlargement / reduction rate that fits the size of your document and recording paper.
  – "`ZOOM =100%`"
  – "`50%`"
  – "`200%`"
  – "`97%(LTR ▶ A4)`"
  – "`94%(A4 ▶ LTR)`"
  – "`83%(LGL ▶ A4)`"
  – "`78%(LGL ▶ LTR)`"

  ● If you select "`ZOOM =100%`", press **[▼]** or **[▲]** repeatedly to change the enlargement / reduction rate by 1% at a time from "`25%`" to "`400%`".
    You can also enter the desired percentage specifically by using the dial keys.

3 **[SET]**

4 If necessary, enter the number of copies (up to 99).
  → **[START]**

5 After you finish copying, press **[STOP]** to reset this feature.

Note:
● Enlargement / reduction copy is not available for quick ID copy feature (page 33), poster feature (page 34) or N in 1 feature (page 34).
● You can hold the previous zoom (enlargement / reduction) setting (feature #468 on page 61).
● **When using the scanner glass,** the unit will only enlarge the right top corner of the document starting from the ⬊ mark on the unit.
● **When using the auto document feeder,** the unit will only enlarge the centre of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy (KX-MB772 only).
● You cannot reduce the whole area of a legal size document (KX-MB262 only).

Example: 150% enlarged copy
Using the scanner glass (①):

Original document   Enlarged copy
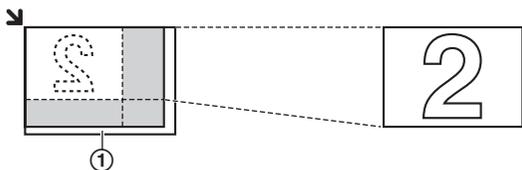
Using the auto document feeder (KX-MB772 only):

Original document   Enlarged copy

Example: 70% reduced copy
Using the scanner glass (①):

Original document   Reduced copy

Using the auto document feeder (KX-MB772 only):

Original document   Reduced copy

5.2.2 To copy 2-sided documents onto 1 page (Quick ID copy feature) (Scanner glass only)

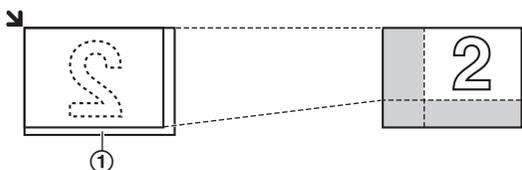You can make copies of both sides of 2-sided documents and print them on the same side of paper. The documents will not be reduced to fit the recording paper, so this feature is useful for copying small sized documents such as business cards.

1 Set the original (page 19).
  - To make a landscape copy, set the original in landscape direction. To make a portrait copy, set the original in portrait direction.
  - The scanning area changes according to the selected setting in step 3. See the following table for details. The shaded area will be scanned.

2 Press **[PAGE LAYOUT]** repeatedly to select "**QUIK ID COPY**". → **[SET]**

3 Press **[▼]** or **[▲]** repeatedly to select the number of original documents from "**2 in 1**", "**4 in 1**" or "**8 in 1**". → **[SET]**

4 Press **[▼]** or **[▲]** repeatedly to select the page layout from "**LANDSCAPE**" or "**PORTRAIT**". → **[SET]**

5 If necessary, enter the number of copies (up to 99). → **[START]**
  - The unit will scan 1 page.

6 To continue scanning, place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned.
  - The unit will start copying.
  - You can press **[START]** anytime to start copying.

7 After you finish copying, press **[STOP]** to reset this feature.

Original document	Page layout
"2 in 1"	"LANDSCAPE" "PORTRAIT"
"4 in 1"	"LANDSCAPE" "PORTRAIT"

Original document	Page layout
"8 in 1"	**"LANDSCAPE"** **"PORTRAIT"**

Note:
- You can save the previous page layout setting (feature #467 on page 61).

5.2.3 To make a poster size copy (Poster feature) (Scanner glass only)

You can make copies divided in to 4 (**"2 × 2"**) or 9 (**"3 × 3"**) sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.
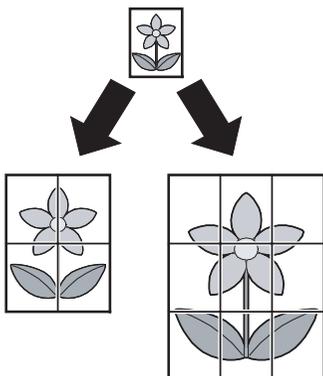
1 Set the original (page 19).
2 Press **[PAGE LAYOUT]** repeatedly to select **"POSTER"**. → **[SET]**
3 Press **[▼]** or **[▲]** repeatedly to select **"2 × 2"** or **"3 × 3"**. → **[SET]**
4 If necessary, enter the number of copies (up to 99). → **[START]**
5 After you finish copying, press **[STOP]** to reset this feature.

Note:
- You can save the previous page layout setting (feature #467 on page 61).

5.2.4 To copy several pages onto 1 page (N in 1 feature)

You can save paper by copying 2, 4 or 8 pages onto 1 page. The documents will be reduced to fit the recording paper.

1 Set the original (page 19).
   - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
2 Press **[PAGE LAYOUT]** repeatedly to select **"N in 1"**. → **[SET]**
3 Press **[▼]** or **[▲]** repeatedly to select the number of original documents from **"2 in 1"**, **"4 in 1"** or **"8 in 1"**. → **[SET]**
4 Press **[▼]** or **[▲]** repeatedly to select the layout from **"PORTRAIT"** or **"LANDSCAPE"**. → **[SET]**
5 If necessary, enter the number of copies (up to 99).
6 **When using the scanner glass:**
   1. **[START]**
      - The unit will scan 1 page.
   2. Place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned.
      - The unit will start copying.
      - You can press **[START]** anytime to start copying.
   When using the auto document feeder:
   [START] (KX-MB772 only).
7 After you finish copying, press **[STOP]** to reset this feature.

Original document	Page layout
"2 in 1"	**"PORTRAIT"** **"LANDSCAPE"**
"4 in 1"	**"PORTRAIT"** **"LANDSCAPE"**

Original document	Page layout
"8 in 1"	"PORTRAIT" "LANDSCAPE"
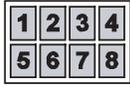
Note:
● You can save the previous page layout setting (feature #467 on page 61).

5.2.5 To collate multiple copies

The unit can collate multiple copies in the same order as the original document pages.

1 Set the original (page 19).

2 Press **[COLLATE]** repeatedly to display **"ON"**.

3 **[SET]**

4 Enter the number of copies (up to 99).

5 **When using the scanner glass:**

   1. **[START]**
   ● The unit will scan 1 page.

   2. Place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned, then press **[START]**.
   ● The unit will start copying.

   When using the auto document feeder:

   [START] (KX-MB772 only).

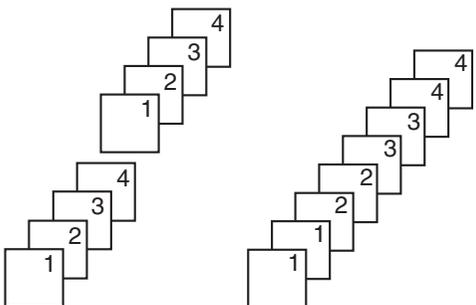**6** After you finish copying, press **[STOP]** to reset this feature.

Example: Making 2 copies of a 4-page original document

Collated pages   Uncollated pages

Note:
● The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.

During poster feature

1. Set the original and enter necessary settings for poster size copy (steps 2 to 3 on "5.2.3 To make a poster size copy (Poster feature) (Scanner glass only)", page 34).

2. Press **[COLLATE]** repeatedly to display **"ON"** and continue copying (steps 3 to 6 on "5.2.5 To collate multiple copies", page 35).

During N in 1 feature

1. Set the original and enter necessary settings for N in 1 copy (steps 2 to 4 on "5.2.4 To copy several pages onto 1 page (N in 1 feature)", page 34).

2. Press **[COLLATE]** repeatedly to display **"ON"** and continue copying (steps 3 to 6 on "5.2.5 To collate multiple copies", page 35).

Proof set feature (KX-MB772 only)

To make 1 set of collate copy first, press **[COLLATE]** repeatedly to display **"PROOF SET"** (step 2 on "5.2.5 To collate multiple copies", page 35). The unit will make 1 set of collate copy and stop temporarily so you can check whether the copy is made as you expected. If the copy is correct, press **[START]** to continue copying.
If the copy is not correct, press **[STOP]** and start again from the beginning.

Copy reservation

You can reserve your copy;
– while the unit is printing documents from your computer.
– while the unit is printing received fax documents (KX-MB772 only).

1. Set the original (page 19).

2. While **"PC PRINTING"** or **"PRINTING"** (KX-MB772 only) is displayed, press **[COPY]**.

3. Make necessary settings such as number of copies, resolution, zoom features and page layout features.
   → **[START]**
   ● **"COPY RESERVED"** will be displayed. The unit will start copying after the current printing job.

6.1 Sending a fax manually

6.1.1 Using the scanner glass

By using the scanner glass, you can send a page from booklets or small size paper that cannot be sent with the auto document feeder.
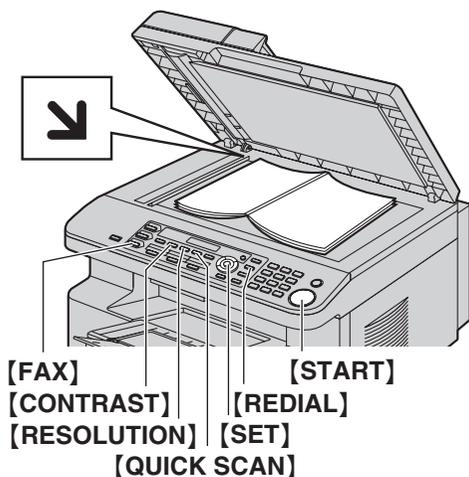
[FAX]   **[START]**
[CONTRAST]   **[REDIAL]**
[RESOLUTION]   **[SET]**
     [QUICK SCAN]

1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.

2 Set the original (page 19).

3 If necessary, change the resolution and contrast according to the type of document.
● To select the resolution, see page 36.
● To select the contrast, see page 36.

4 Dial the fax number.
● To send a single page, skip to step 7.
● To send multiple pages, go to the next step.

5 Press **[QUICK SCAN]** to scan the document into memory.

Example:
```
PAGES=01      01%
      STANDARD
```
↓
```
SCAN:PRESS SET
SEND:PRESS START
```

6 Place the next page on the scanner glass. ⟶ **[SET]**
● To send more pages, repeat this step.

7 **[START]**

Note:
● To stop sending, see page 64.
● You can change the default operation mode (feature #463 on page 55) and the timer before returning to the default operation mode (feature #464 on page 56).

To select the resolution

1. Press **[RESOLUTION]** repeatedly.
– "**STANDARD**": For normal-sized characters.
– "**FINE**": For small-sized characters.
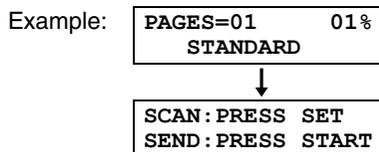– "**SUPER FINE**": For very small-sized characters.
– "**PHOTO**": For photographs, shaded drawings, etc.

2. **[SET]**

● Using the "**FINE**", "**SUPER FINE**" and "**PHOTO**" settings will increase transmission time.

To select the contrast

You can adjust this setting depending on the darkness or lightness of the document. 5 levels (light to dark) are available.
Press **[CONTRAST]** repeatedly. ⟶ **[SET]**

Note:
● You can hold the previous contrast setting (feature #462 on page 55).

To redial the last number

[REDIAL] ⟶ **[START]**

● If the line is busy, the unit will automatically redial the number 2 or more times.

Note:
● To stop sending, see page 64.

Reserving the fax transmission (Dual Access)

You can reserve the fax transmission even when the unit is just receiving a fax or sending a fax from memory.
– Up to 3 reservations when sending
– Up to 4 reservations when receiving

1. Set the original during fax reception or fax memory transmission.

2. Enter the fax number using the dial keypad, one-touch dial or navigator directory.

3. **When using the scanner glass,** press **[QUICK SCAN]**. The unit will scan 1 page. Place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned, then press **[START]**.
When using the auto document feeder, press **[START]**.

● If the document exceeds the memory capacity, transmission will be cancelled. You must send the entire document manually.

Printing a sending report

A sending report provides you with a printed record of transmission results. To print sending reports, make sure feature #401 is activated (page 57). For an explanation of error messages, see page 65.

Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 83. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 57). For an explanation of error messages, see page 65.

6.1.2 Using the auto document feeder
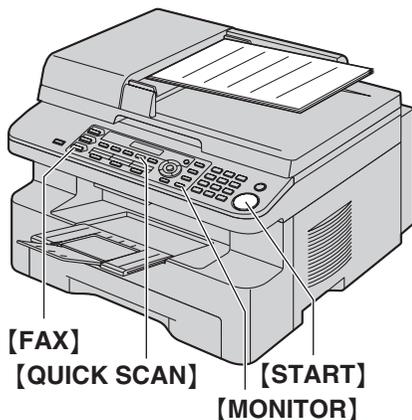
[FAX]
[QUICK SCAN] **[START]**
[MONITOR]

1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.

2 Set the original (page 19).

3 If necessary, change the resolution and contrast according to the type of document.
   ● To select the resolution, see page 36.
   ● To select the contrast, see page 36.

4 **[MONITOR]**

5 Dial the fax number. → **[START]**

Note:
● To stop sending, see page 64.
● See page 19 for document requirements.
● Do not open the document cover when sending a fax with the auto document feeder.

Pre-dialling a fax number

1. Enter the fax number.
2. Set the original. → **[START]**

Sending from memory (Quick scan feature)

1. Set the original.
2. Enter the fax number. → **[QUICK SCAN]**

6.2 Storing items for the one-touch dial feature and navigator directory

The unit provides the one-touch dial feature (6 items) and navigator directory (100 items).

● Station 1 and 2 can be used alternatively as broadcast keys (page 39).
● Make sure that the **[FAX]** light is ON.

Station keys
[DIRECTORY]   **[MENU]**   **[STOP]**

[FAX]   **[SET]** **[▼][▲][►]**
[LOWER]
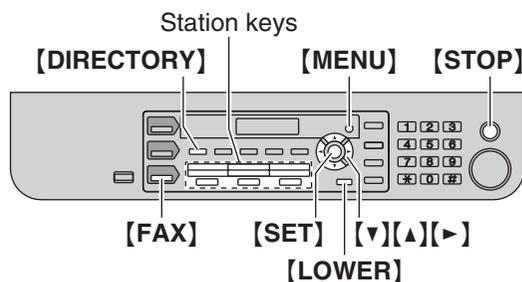
6.2.1 Storing one-touch dial item

1 Press **[MENU]** repeatedly to display "**DIRECTORY SET**".

2 Select the desired station key.

   For stations 1–2:

   1. Press one of the station keys.

   Example:
   ```
   STATION 1
   DIAL MODE    [▼▲]
   ```

   2. **[SET]**

   For station 3:

   Press the station key.

   For stations 4–6:

   Press **[LOWER]**, then press one of the station keys.

3 Enter the name, up to 16 characters (see page 63 for character entry). → **[SET]**

4 Enter the telephone number, up to 32 digits. → **[SET]**
   ● To program other items, repeat steps 2 to 4.

5 **[STOP]**

Note:
● A hyphen or a space entered in a telephone number counts as 2 digits.

6.2.2 Storing navigator directory items

1 Press **[MENU]** repeatedly to display "**DIRECTORY SET**". → **[►]**

2 Enter the name, up to 16 characters (see page 63 for character entry). → **[SET]**

3 Enter the telephone number, up to 32 digits. →
【SET】
● To program other items, repeat steps 2 to 3.

4 【MENU】

Note:
● A hyphen or a space entered in a telephone number
counts as 2 digits.

6.2.3 Editing a stored item

1 【DIRECTORY】

2 Press 【▼】 or 【▲】 repeatedly to display the desired
item. → 【MENU】 → 【✱】

3 Edit the name if necessary. For further details, see
the storing procedure on page 37. → 【SET】

4 Edit the telephone number if necessary. For further
details, see the storing procedure on page 37. →
【SET】

6.2.4 Erasing a stored item

1 【DIRECTORY】

2 Press 【▼】 or 【▲】 repeatedly to display the desired
item. → 【MENU】 → 【♯】
● To cancel erasing, press 【STOP】.

3 【SET】

6.3 Sending a fax using one-touch dial feature and navigator directory

Before using this feature, store the desired names and
telephone numbers into one-touch dial feature and
navigator directory (page 37).
● Make sure that the 【FAX】 light is ON.

6.3.1 Using the scanner glass

1 Set the original (page 19).

2 If necessary, change to the desired resolution (page
36) and the desired contrast (page 36).

3 Enter the fax number.

Using stations 1–3:

Press the desired station key.

Using stations 4–6:

Press 【LOWER】, then press the desired station key.

Using navigator directory:

Press 【DIRECTORY】, then press 【▼】 or 【▲】
repeatedly to display the desired item.
● To send a single page, skip to step 6.
● To send multiple pages, go to the next step.

4 Press 【QUICK SCAN】 to scan the document into
memory.

5 Place the next page. → 【SET】
● To send more pages, repeat this step.

6 【START】

To search for a name by initial
Example: "LISA"

1. 【DIRECTORY】

2. Press 【▼】 or 【▲】 to initiate the navigator directory.

3. Press 【5】 repeatedly to display any name with the
initial "L" (see page 63 for character entry).
● To search for symbols, press 【✱】.

4. Press 【▼】 or 【▲】 repeatedly to display "LISA".
● To stop the search, press 【STOP】.

Fax auto redial
If the line is busy or if there is no answer, the unit will
automatically redial the number 2 or more times.
Note:
● To stop sending, see page 64.

6.3.2 Using the auto document feeder

1 Set the original (page 19).

2 If necessary, change to the desired resolution (page
36) and the desired contrast (page 36).

3 Enter the fax number using one-touch dial or navigator directory.

4 **【START】**

6.4 Broadcast transmission

By storing one-touch dial and navigator directory items (page 37) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

● The broadcast function utilises stations 1–2. The one-touch dial function will be cancelled.
● Make sure that the **【FAX】** light is ON.

6.4.1 Programming items into the broadcast memory

1 Press **【MENU】** repeatedly to display **"DIRECTORY SET"**.

2 Select the desired broadcast key.

For BROADCAST:

1. **【BROADCAST】**

2. Press **【▼】** or **【▲】** repeatedly to select **"BROADCAST"**.

For MANUAL BROADCAST (using the dial keypad):

1. **【MANUAL BROAD】**

2. Press **【▼】** or **【▲】** repeatedly to select **"MANUAL BROAD"**.

3 **【SET】**

4 Program items.

Using stations 1–3:

Press the desired station key.

Using stations 4–6:

Press **【LOWER】**, then press the desired station key.

Using navigator directory:

Press **【▼】** or **【▲】** repeatedly to display the desired item. → **【SET】**

Using the dial keypad:

Enter the fax number. → **【SET】**
● The number in brackets indicates the number of registered items.
● To program other items, repeat this step (up to 20 items).
● If you have programmed the wrong item, press **【STOP】** to erase the item.

5 **【SET】**
● To program another broadcast key, repeat steps 2 to 5.

6 **【STOP】**

6.4.2 Adding a new item into the broadcast memory

1 **【DIRECTORY】**

39

2 Press 【▼】 or 【▲】 repeatedly to display the desired broadcast memory ("**<BROADCAST>**" or "**<MANUAL BROAD>**"). → 【MENU】 → 【＊】

3 Press 【▼】 or 【▲】 repeatedly to display the desired item you want to add. → 【SET】
- To add other items, repeat this step (up to 20 items).

4 【STOP】

Note:
- When adding new items to the MANUAL BROADCAST memory, you can only select stored items.

6.4.3 Erasing a stored item from the broadcast memory

1 【DIRECTORY】

2 Press 【▼】 or 【▲】 repeatedly to display the desired broadcast memory ("**<BROADCAST>**" or "**<MANUAL BROAD>**"). → 【MENU】 → 【♯】

3 Press 【▼】 or 【▲】 repeatedly to display the desired item you want to erase.
- To cancel erasing, press 【STOP】.

4 【SET】 → 【SET】 → 【STOP】

6.4.4 Sending the same document to pre-programmed parties

To send the same document using the scanner glass

1. Set the original (page 19).

2. If necessary, change to the desired resolution (page 36) and the desired contrast (page 36).

3. Press 【BROADCAST】 or 【MANUAL BROAD】.
- To send a single page, skip to step 5.
- To send multiple pages, go to the next step.

4. Place the next page. → 【SET】
- To send more pages, repeat this step.

5. 【START】
- After transmission, the unit will automatically print a report (**broadcast sending report**).

Note:
- To stop sending, see page 64.
- If you select **"FINE"**, **"SUPER FINE"** or **"PHOTO"** resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later 2 or more times.

To send the same document using the auto document feeder

1. Set the original (page 19).

2. If necessary, change to the desired resolution (page 36) and the desired contrast (page 36).

3. Press 【BROADCAST】 or 【MANUAL BROAD】.

6.5 Sending a computer document as a fax message from your computer

You can access the fax function from a Windows application using Multi-Function Station.
For example, to send a document created from WordPad, proceed as follows.

1 Open the document you want to send.

2 Select **[Print...]** from the **[File]** menu.
- The **[Print]** dialogue box will appear.

3 Select the PCFAX unit's name as the active printer.

4 Click **[Print]** or **[OK]**.
- The **[Send a Fax]** dialogue box will appear.

5 Enter the fax number using the keypad display or the directory.
- To stop the operation, click **[Cancel]**.

6 **[Send]**
- The document will be sent through the unit from your computer.

Note:
- To stop sending, see page 64.
- If the document exceeds the memory capacity of the unit, sending will be cancelled.
- For details, see the help file by selecting [ⓘ] from Multi-Function Station.
- Click **[Select...]** to change the active unit.

6.6 Selecting the way to use your fax machine

Depending on your situation, select the way you prefer to use your fax machine.
– Use only as a fax (FAX ONLY mode)
– Use mostly as a telephone (TEL mode)
– Use as a telephone and/or fax (TEL/FAX mode)*
– Use with answering machine

* Not available when **"NEW ZEALAND"** is selected in feature #114 on page 54.
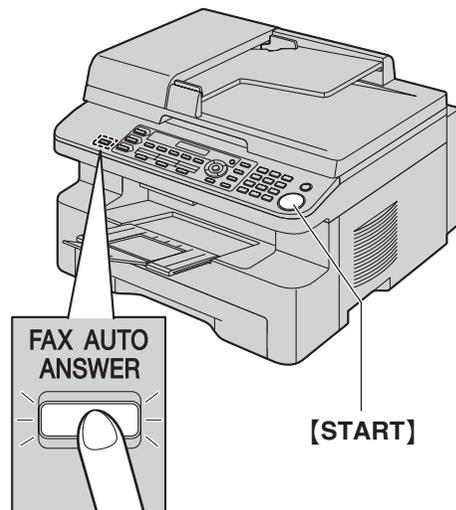
6.6.1 Use only as a fax (FAX ONLY mode)

Your situation
You have a separate telephone line just for faxes, or you want to use the unit only for receiving faxes.

Setup
Set the fax machine to FAX ONLY mode (page 43) by pressing **{FAX AUTO ANSWER}** repeatedly.

FAX AUTO ANSWER

{START}

How faxes are received
All incoming calls will be answered as faxes.

6.6.2 Use mostly as a telephone (TEL mode)

Your situation
You want to answer calls by yourself. If a fax call is received, you must receive the fax manually.

Setup
Set the fax machine to TEL mode (page 43) by pressing 【**FAX AUTO ANSWER**】 repeatedly.

Note:
● Make sure feature #404 is set to **"TEL"** beforehand (page 57).

How to receive phone calls and faxes
You have to answer all calls manually.
To receive a fax document, press 【**START**】.

6.6.3 Use as a telephone and/or fax (TEL/FAX mode)

Important:
● **Not available when "NEW ZEALAND" is selected in feature #114 on page 54.**

Your situation
You want to answer phone calls yourself and receive faxes automatically without rings.

Setup
Set the fax machine to TEL/FAX mode (page 44) by pressing 【**FAX AUTO ANSWER**】 repeatedly.

Note:
● Make sure feature #404 is set to **"TEL/FAX"** beforehand (page 57).

How phone calls and faxes are received
If the call is a phone call, the fax machine will ring.
If a fax calling tone is detected, the fax machine will receive the fax automatically without ringing.

6.6.4 Use with answering machine

Your situation
You want to use the fax machine with an answering machine.

Setup
Connect an external telephone answering machine and set the ring count of the answering machine to less than 4.
● Set the ring count in FAX ONLY mode of the fax machine to more than 4, if you use with auto answer ON.
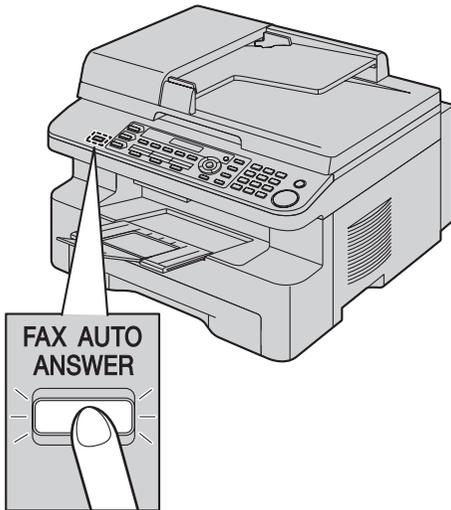
How to receive calls
When receiving phone calls, the answering machine will record voice messages.

6.7 Receiving a fax automatically – Auto answer ON

6.7.1 Activating FAX ONLY mode

Press **[FAX AUTO ANSWER]** repeatedly to display **"FAX ONLY MODE"**.

- The **[FAX AUTO ANSWER]** light turns ON.

FAX AUTO
ANSWER

How faxes are received

When receiving calls, the unit will automatically answer all calls and only receive fax documents.

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #210 on page 55).

6.8 Receiving a fax manually – Auto answer OFF

Important:

- **Use this mode with an extension telephone.**

6.8.1 Activating TEL mode

1 Make sure feature #404 is set to **"TEL"** beforehand (page 57).
   - If feature #114 is set to **"NEW ZEALAND"**, go to step 2.

2 Press **[FAX AUTO ANSWER]** repeatedly to display **"TEL MODE"**.
   - The **[FAX AUTO ANSWER]** light turns OFF.

FAX AUTO
ANSWER
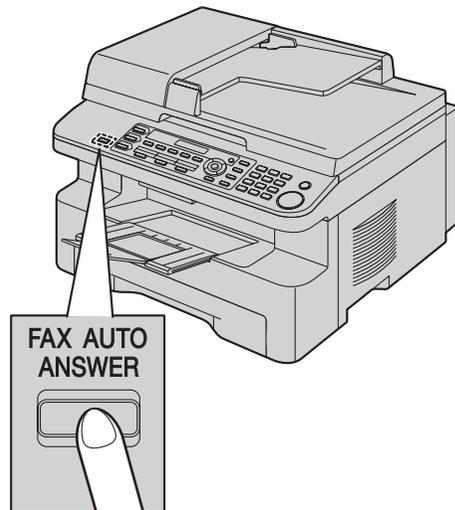
Note:

- If you do not answer the call within 10 rings*, the unit will temporarily switch to fax reception. The other party can then send a fax.

* **"HONG KONG"**: 15 rings

How to receive faxes with an extension telephone

If you have another telephone connected to the **[EXT]** jack or the same line (extension telephone), you can use the extension telephone to receive faxes.

1. When the extension telephone rings, lift the handset of the extension telephone.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **[✱][♯][9]*** (default fax activation code) **firmly**.
   * **"HONG KONG"**: **[✱][✱][✱][9]**

3. Replace the handset.

Note:
- To stop receiving, see page 64.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 59) beforehand. The default setting is ON.

6.8.2 Activating TEL/FAX mode

Important:
- **Not available when "NEW ZEALAND" is selected in feature #114 on page 54.**

1 Make sure feature #404 is set to **"TEL/FAX"** beforehand (page 57).

2 Press **[FAX AUTO ANSWER]** repeatedly to display **"TEL/FAX MODE"**.
- The **[FAX AUTO ANSWER]** light turns OFF.

3 The ringer volume setting should be ON (page 21).

FAX AUTO ANSWER
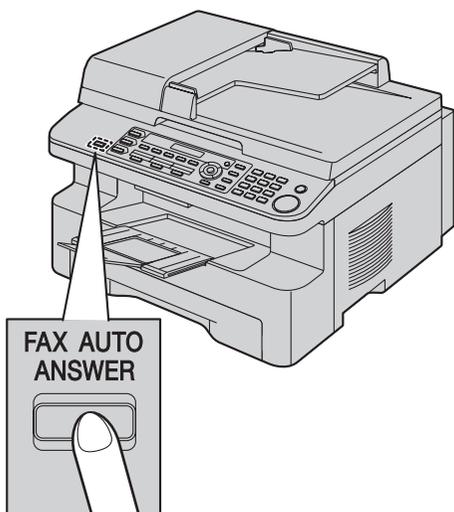
How phone calls and faxes are received

1. **"INCOMING CALL"** will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
   - The number of rings is determined by the **"TEL/FAX delayed ring setting"** (feature #212 on page 57).
   - During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.
   When a fax calling tone is detected
   The unit receives the fax automatically without ringing.
   **When a fax calling tone is not detected**
   ❶ The unit will ring **3 times**. You may answer the call.
   - The number of rings is determined by the **"Silent fax recognition ring setting"** (feature #436 on page 59).

- Callers will hear a ring back tone different from the one generated by the telephone company.
- When you answer the call using an extension telephone connected to the **[EXT]** jack, press **[STOP]** on the unit to talk to the calling party.

❷ If you do not answer the call, the unit will activate the fax function.
- Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will try to receive a fax even if no fax calling tone is detected.

6.9 Using the unit with an answering machine

6.9.1 Setting up the unit and an answering machine

1 Connect the answering machine (①).
- Answering machine is not included.
- Remove the stopper (②) if attached.
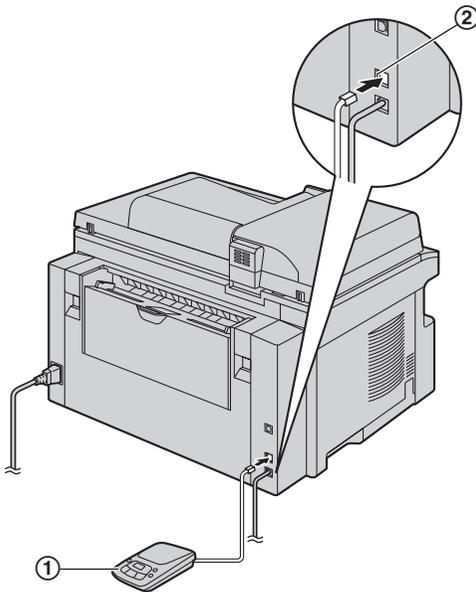
2 Set the number of rings on the answering machine to 4 rings or less.
- This will allow the answering machine to answer the call first.

3 Record a greeting message on the answering machine.
- We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.

4 Activate the answering machine.

5 Set the unit to the desired receiving mode (page 43).
- If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #210 on page 55).**

6 Make sure each of the following are unique:
– the remote access code of the answering machine
– the fax activation code (feature #434 on page 59)

Note:
- If the call is a phone call, the answering machine will record voice messages.

If a fax calling tone is detected, the fax machine will receive a fax automatically.
- Regarding the remote access code for the answering machine, see the operating instructions of the answering machine.

Receiving a voice message and fax document in one call
The caller can leave a voice message and send a fax document during the same call. Inform the caller of the following procedure beforehand.

1. The caller calls your unit.
- The answering device will answer the call.

2. The caller can leave a message after the greeting message.

3. The caller presses **[*][#][9]*** (pre-selected fax activation code).
- The unit will activate the fax function.
  * "**HONG KONG**": **[*][*][*][9]**

4. The caller presses the start button to send a document.

Note:
- To use this feature, make sure remote fax activation is turned ON (feature #434 on page 59). The fax activation code can also be changed.
- If there is no room left in the memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

6.10 Receive polling (retrieving a fax placed on another fax machine)

This feature allows you to retrieve a document from another compatible machine. Therefore you pay for the call.
Make sure that no documents are fed into your unit and that the other party's machine is ready for your call.

1 Press **[MENU]** repeatedly to display "**POLLING**". → **[SET]**

2 Dial the fax number. → **[START]**

6.11 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service (page 48), this feature prevents fax reception from calls that do not show caller information.
Additionally, the unit will not accept faxes originating from numbers that match the ones on a programmable junk fax prohibitor list.

Important:
● **This feature does not work when manual reception is performed.**

6.11.1 Activating the junk fax prohibitor

1 Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**". → **[►]**

2 Press **[▼]** or **[▲]** repeatedly to select "**ON**". → **[SET]**

3 Press **[STOP]** to exit.

6.11.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 48) if you do not wish to receive faxes from them.

1 Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".

2 Press **[►]** repeatedly to display "**JUNK LIST SET**". → **[SET]**

3 Press **[▼]** or **[▲]** repeatedly to display the party you wish to prevent fax reception from. → **[SET]**

4 Press **[STOP]** 2 times to exit.

To display the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".

2. Press **[►]** repeatedly to display "**JUNK LIST DISP.**". → **[SET]**

3. Press **[▼]** or **[▲]** to display the items on the list.

4. Press **[STOP]** to exit.

To print the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".

2. Press **[►]** repeatedly to display "**JUNK LIST PRINT**". → **[SET]**

3. Press **[STOP]** to exit.

To erase an item from the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".

2. Press **[►]** repeatedly to display "**JUNK LIST DISP.**". → **[SET]**

3. Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[◄]**
   ● To cancel erasing, press **[STOP]**, then press **[MENU]**.

4. **[SET]** → **[MENU]**

6.12 Receiving a fax into your computer

You can receive a fax document on your computer. The received fax document is saved as an image file (TIFF-G4 format).
To receive a fax document using your computer, make sure the following features are set beforehand.
– PC fax reception (feature #442 on page 60)

1 Press **[FAX AUTO ANSWER]** repeatedly to turn the auto answer setting ON (page 43).

2 Start Multi-Function Station. $\rightarrow$ **[PC FAX]**

3 When a fax call is received, your computer will receive a document through the unit.

Note:
● You can view, print or transfer the received document using your computer.

Viewing a received document

1. Select **[PC FAX]** from Multi-Function Station.

2. Select **[Received Log]** in **[Communication Log]**.
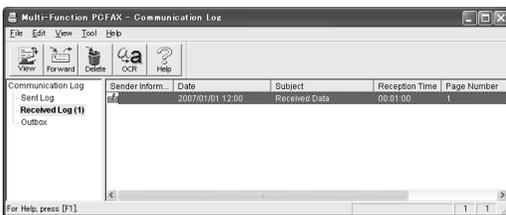
3. Click the item you want to view.

4. Click **[File]** in the menu bar, then select **[View]**, or click **[View]** icon in the toolbar.
● The received fax will be displayed.

If the unit's memory stores a received fax document
You can load the document into your computer.

1. Select **[PC FAX]** from Multi-Function Station.

2. Select **[Received Log]** in **[Communication Log]**.

3. Click **[File]** in the menu bar. $\rightarrow$ **[Receive a Fax]**
● If feature #442 is activated, the received fax document will be automatically transferred to the computer.

7.1 Caller ID service

This unit is compatible with the Caller ID service offered by your local telephone company. To use this unit's Caller ID features, you must subscribe to a Caller ID service.

For users other than New Zealand:

Important:
● **This unit is designed in accordance with the ETS (European Telecommunication Standard) and only supports the basic CLIP (Calling Line Identification Presentation) features.**
● **This unit will only display the caller's telephone number and name.**
● **This unit will not support future additional telephone services.**
● **Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.**

Make sure the following ring count is set to 2 or more rings beforehand.
– FAX ring count (feature #210 on page 55)
– TEL/FAX ring count (feature #212 on page 57)

● The name display service may not be available in some areas. For further information, please contact your telephone company.

For New Zealand users:

For all local and national incoming calls, your display will show the area code (e.g. 09 for Auckland) or the cellular prefix (e.g. 0274 for Telecom Cellular) followed by the caller's telephone number. An Auckland caller's number will be displayed as 09XXXXXXX. The seven X's represent the seven digits of the caller's telephone number. A caller from a 6-digit Telecom Cellular number will be displayed as 0274XXXXXX. For incoming international calls, your display may only show **"0000"**. For business users on a Centrex line, your display will show Centrex extension numbers in the shorter extension number format used within your company.
– Caller information will not be presented on incoming fax calls if Telecom FaxAbility is used.
– Although Telecom New Zealand and TelstraClear do not currently send caller name information, the caller's name will be displayed as stored in the directory, when a call from that caller is received.
– Your telephone company may charge you for a local call if the number dialled has the area code prefix included. If this is unacceptable, dial only the 7-digit local number. Do not dial the **[0]** prefix or the area code.

Important:
● **This unit will only display the caller's telephone number and name.**
● **This unit will not support future additional telephone services.**

● **Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.**
● The name display service may not be available in some areas. For further information, please contact your telephone company.

7.1.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You have the option of whether or not to answer the call.
The unit will automatically store caller information (name, telephone number and date and time of the call) from the 30 most recent calls. It is possible to view caller information one at a time on the display (page 49) or print the entire Caller ID list (page 83).
● When caller information is received and it matches a telephone number stored in the unit's one-touch dial or navigator directory, the stored name will be displayed.
● If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
● If the unit cannot receive caller information, the following will be displayed:
"OUT OF AREA": The caller dialled from an area which does not provide Caller ID service.
"PRIVATE CALLER": The caller requested not to send caller information.
"LONG DISTANCE": The caller made a long distance call.

To confirm caller information by printing the Caller ID list
– To print manually, see page 83.
– To print automatically after every 30 new calls, activate feature #216 (page 55).

7.2 Viewing and calling back using caller information

Important:

- **Calling back will not be possible if the caller information does not include a telephone number.**
- **If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 49.**

1 【CALLER ID】

2 Press 【▾】 to search from the recently received caller information.

- If you press 【▴】, the display order will be reversed.
- To send a fax, see page 36.

To change the way caller information is displayed
Press 【CALLER ID】 repeatedly after step 2.

Example:

```
SAM LEE
11:20    20 Jul.√
```
⇳
```
3456789012
11:20    20 Jul.√
```

7.2.1 Symbols and operations for caller information

What "√" means
"√" on the display means the call has already been viewed or answered.

To stop viewing

Press 【STOP】.

7.3 Editing a caller's telephone number before calling back/storing

The caller's telephone number, which is sent to your telephone from your local telephone exchange, includes **"0"** and an area code prefix. For local calls, **"0"** and the area code prefix can be omitted (For New Zealand users only).

1 【CALLER ID】

2 Press 【▾】 or 【▴】 repeatedly to display the desired entry.

3 Press 【CALLER ID】 to display the telephone number.

4 Press dial key (0 to 9) or 【✳】 to enter the editing mode and edit the telephone number.

- To send a fax, see page 36.

Note:

- The edited telephone number will not be saved in the caller information. To save in the directory, see page 50.

To correct a mistake

1. Press 【◄】 or 【►】 to move the cursor to the incorrect number.

2. Press 【STOP】 to delete the number.

3. Enter the correct number.

To delete a number

Press 【◄】 or 【►】 to move the cursor to the number you want to delete and press 【STOP】.

7.4 Erasing caller information

7.4.1 Erasing all caller information

1 Press **[MENU]** repeatedly to display "CALLER SET UP". → **[SET]**
  ● "CALL LIST ERASE" will be displayed.

2 **[SET]**
  ● To cancel erasing, press **[STOP]**, then **[MENU]**.

3 **[SET]** → **[STOP]**

7.4.2 Erasing specific caller information

1 **[CALLER ID]**

2 Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[◄]** → **[SET]** → **[STOP]**

7.5 Storing caller information

7.5.1 Into the one-touch dial feature and navigator directory

1 **[CALLER ID]**

2 Press **[▼]** or **[▲]** repeatedly to display the desired item.

3 **[MENU]**

4 Select the station key or navigator directory.

  For stations 1–2:

  1. Press the desired station key.

  2. Press **[▼]** or **[▲]** repeatedly to select "DIAL MODE". → **[SET]** → **[SET]**

  For station 3:
  Press the station key. → **[SET]**

  For stations 4–6:
  Press **[LOWER]**, then press the desired station key. → **[SET]**

  For navigator directory:
  Press **[◄]** or **[►]**. → **[SET]**

5 **[SET]**

Note:
  ● To edit a name or number, see page 38.
  ● If you assign an item to a station key which already contains an item, the previous item will be replaced.
  ● Station 1 and 2 can be used alternatively as broadcast keys (page 39).

8.1 Distinctive Ring (Fax Ability/Duplex ring) service

Important:
- **Not available when** "**MALAYSIA**" **is selected in feature #114 on page 54.**

This feature is only for use if you subscribe to a Distinctive Ring pattern service from your telephone company. For more information on the availability of this service in your area, please contact your telephone company before setting this feature on your unit.
In Hong Kong, this service is called "Duplex Ring".
In New Zealand, this service is called "FaxAbility".
The Distinctive Ring service gives you an additional phone number on a single telephone line, with a different ringing pattern.

When you wish to use the additional phone number as a facsimile telephone number, set the ring pattern detection feature to ON. When the unit detects a call matching the Distinctive Ring pattern, it will receive a fax automatically.

8.2 Using two or more phone numbers on a single telephone line

8.2.1 Activating the Distinctive Ring feature

1 **[MENU]** → **[♯]** → **[4][3][0]**

2 Press **[1]** to select "**ON**".
- Press **[0]** to select "**OFF**".

3 **[SET]** → **[MENU]**

Note:
- While the Distinctive Ring feature is activated, you cannot change the receiving mode.

How phone calls and faxes are received
If the incoming call is for the fax number, the unit will ring with the assigned ring pattern and automatically start fax reception.
If the incoming call is for the phone number, the unit will keep on ringing.
- If an external telephone answering machine is connected, set the ring count of the answering machine to more than 2.

8.3 Using three or more phone numbers on a single telephone line

Important:
- **Available when** "**MIDDLE EAST**", "**ASIA**", "**AFRICA**" **or** "**LAT.AMERICA**" **is selected in feature #114 on page 54.**

You may wish to use three or more phone numbers for a single telephone line. In order to distinguish which number the call was addressed to, a different ring pattern must be assigned for each number.
Example: Using three phone numbers

Telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Fax

To use one phone number for the fax, program the ring pattern assigned for the fax (feature #431 on page 52). In the example, the ring pattern assigned for fax is a triple ring, so you should program "**C**" (triple ring).

Ring pattern	Selection
Standard ring (one long ring) 1st ring　　　2nd ring	**[1]** "**A**"
Double ring (two short rings) 1st ring　　　2nd ring	**[2]** "**B**"
Triple ring (short-long-short rings) 1st ring　　　2nd ring	**[3]** "**C**"
Other triple ring (short-short-long rings) 1st ring　　　2nd ring	**[4]** "**D**"
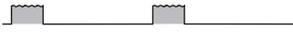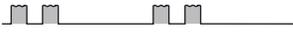
Note:
- The default setting is **[5]** "**B-D**". The fax will respond to all calls with ring tone patterns "**B**", "**C**" and "**D**".

8.4 Programming the ring pattern assigned for fax

Important:

● **Available when** "MIDDLE EAST", "ASIA", "AFRICA" **or** "LAT.AMERICA" **is selected in feature #114 on page 54.**

1 Set feature #430 to "ON" (page 51).

2 **[MENU]** → **[♯]** → **[4][3][1]**

3 Press **[1]** to **[5]** to select the ring pattern assigned for fax. → **[SET]** → **[MENU]**

9.1 Programming

【MENU】

【SET】
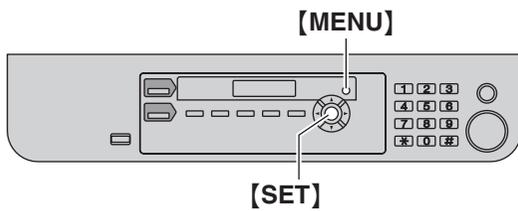
1　**【MENU】**

2　Press **【♯】** and the 3-digit code (page 54 to page 62).

3　Press the desired selection to display the desired setting.
   ● This step may be slightly different depending on the feature.

4　**【SET】**

5　Press **【MENU】** to exit.

9.2 Basic features

Feature/Code	Selection
Setting the date and time [♯][1][0][1] **(KX-MB772 only)**	Enter the date and time using the dial keypad. See page 21 for details.
Setting your logo [♯][1][0][2] **(KX-MB772 only)**	Enter your logo using the dial keypad. See page 22 for details.
Setting your fax number [♯][1][0][3] **(KX-MB772 only)**	Enter your fax number using the dial keypad. See page 22 for details.
Setting the location where you use [♯][1][1][4] **(KX-MB772 only)**	This setting must match your location. **[1]** "**MIDDLE EAST**" (default): To use in Middle East. **[2]** "**HONG KONG**": To use in Hong Kong. **[3]** "**MALAYSIA**": To use in Malaysia. **[4]** "**ASIA**": To use in Asia. **[5]** "**NEW ZEALAND**": To use in New Zealand. **[6]** "**AFRICA**": To use in Africa. **[7]** "**LAT.AMERICA**": To use in Latin America.
Setting the dialling mode [♯][1][2][0] **(KX-MB772 only)**	**[1]** "**PULSE**" **[2]** "**TONE**" (default) **Note:** ● This feature may not be available depending on feature #114 setting (page 3). ● See page 18 for details.
Setting recall/flash time [♯][1][2][1] **(KX-MB772 only)**	The recall/flash time depends on your telephone exchange or host PBX. **[0]** "**900ms**" **[1]** "**700ms**" **[2]** "**600ms**" **[3]** "**400ms**" **[4]** "**300ms**" **[5]** "**250ms**" **[6]** "**200ms**" **[7]** "**160ms**" **[8]** "**110ms**" **[9]** "**100ms**" **[✳]** "**90ms**" **[♯]** "**80ms**" **Note:** ● The default may vary depending on feature #114 setting. ● If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.
Changing the LCD display contrast [♯][1][4][5]	**[1]** "**NORMAL**" (default) **[2]** "**DARKER**"

Feature/Code	Selection
Changing the password for feature programming via remote operation **[#][1][5][5]**	1. **[MENU]** → **[#][1][5][5]** → **[SET]** 2. Enter the current password. → **[SET]** ● The default password is "**1234**". 3. Enter a new 4-digit password using 0–9. → **[SET]** 4. Enter the new password again. → **[SET]** → **[MENU]** **Note:** ● If you forget your current password, "**0101**" can always be entered in step 2 to continue changing the password.
Setting the ringer pattern **[#][1][6][1]** **(KX-MB772 only)**	**[1]** "**A**" (default) **[2]** "**B**" **[3]** "**C**"
Changing the ring count in FAX ONLY mode **[#][2][1][0]** **(KX-MB772 only)**	**[1]** "**1**" **[2]** "**2**" (default) **[3]** "**3**" **[4]** "**4**" **[5]** "**5**" **[6]** "**6**" **[7]** "**7**" **[8]** "**8**" **[9]** "**9**" **Note:** ● If feature #114 is set to "**NEW ZEALAND**", **[1]** is not available. ● If you are using the unit with an answering machine, set to more than 4 (page 45).
Setting the Caller ID list to print automatically **[#][2][1][6]** **(KX-MB772 only)**	**[0]** "**OFF**" (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers. **[1]** "**ON**": The unit will print the Caller ID list automatically after every 30 new calls (page 48).
Setting the recording paper size in the paper input tray **[#][3][8][0]**	**[1]** "**LETTER**": Letter size paper **[2]** "**A4**" (default): A4 size paper **[3]** "**LEGAL**": Legal size paper
Setting the waiting time for the power save mode **[#][4][0][3]**	To set the length of time before the unit enters the power save mode. **[1]** "**5min**": 5 minutes **[2]** "**15min**" (default): 15 minutes **[3]** "**30min**": 30 minutes **[4]** "**1h**": 1 hour **Note:** ● During the power save mode, the unit needs to preheat the fuser unit before printing.
Holding the previous contrast setting **[#][4][6][2]**	**[0]** "**DISABLED**" (default): Deactivates this feature. **[1]** "**ENABLED**": The unit will hold the previous setting. **Note:** ● The previous setting will be held individually for copying and sending faxes (KX-MB772 only).
Setting the default operation mode **[#][4][6][3]** **(KX-MB772 only)**	To select the default operation mode when the selected time of the mode timer (feature #464) passes. **[1]** "**COPY**" (default): Copy mode is selected as default. **[2]** "**FAX**": Fax mode is selected as default. **Note:** ● You cannot select the scan mode using this feature.

Feature/Code	Selection
Setting the default operation mode timer **[♯][4][6][4]** **(KX-MB772 only)**	To set the timer before returning to the default operation mode (feature #463). **[0]** "OFF": Deactivates this feature. **[1]** "30s": 30 seconds **[2]** "1min" (default): 1 minute **[3]** "2min": 2 minutes **[4]** "5min": 5 minutes
Setting toner save feature **[♯][4][8][2]**	**[0]** "OFF" (default): Deactivates this feature. **[1]** "ON": The toner cartridge will last longer. **Note:** ● This feature may lower the print quality by reducing toner consumption.

9.3 Fax features (KX-MB772 only)

Feature/Code	Selection
Changing the TEL/FAX delayed ring count **[♯][2][1][2]**	If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. **[1]** "1" **[2]** "2" (default) **[3]** "3" **[4]** "4" **[5]** "5" **[6]** "6" **[7]** "7" **[8]** "8" **[9]** "9" **Note:** • This feature may not be available depending on feature #114 setting (page 3). • See page 44 for details.
Printing a sending report **[♯][4][0][1]**	**[0]** "OFF": Sending reports will not be printed. **[1]** "ON": A sending report will be printed after every fax transmission. **[2]** "ERROR" (default): A sending report will be printed only when fax transmission fails.
Setting the journal report to print automatically **[♯][4][0][2]**	**[0]** "OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. **[1]** "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 37).
Changing the receiving mode in the manual answer setting **[♯][4][0][4]**	**[1]** "TEL" (default): Telephone mode (page 43) **[2]** "TEL/FAX": Telephone/Fax mode (page 44) **Note:** • This feature may not be available depending on feature #114 setting (page 3).
Sending documents overseas **[♯][4][1][1]**	If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed. **[0]** "OFF": Deactivates this feature. **[1]** "NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. **[2]** "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document. **Note:** • This feature is not available for broadcast transmission. • Calling charges may be higher than usual.

Feature/Code	Selection
Sending a fax at a specific time 〖♯〗〖4〗〖1〗〖2〗	This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time. 〖0〗 "ᴏꜰꜰ" (default) 〖1〗 "ᴏɴ" **To send a document:** 1. If the 〖FAX〗 light is OFF, turn it ON by pressing 〖FAX〗. 2. Set the original (page 19). 3. If necessary, change to the desired resolution (page 36) and the desired contrast (page 36). 4. 〖MENU〗 → 〖♯〗〖4〗〖1〗〖2〗 5. Press 〖1〗 to select "ᴏɴ". → 〖SET〗 6. Enter the fax number. • To enter an item using one-touch dial feature and navigator directory, see step 3 on "6.3.1 Using the scanner glass", page 38. (When using navigator directory, you do not have to press 〖DIRECTORY〗 before pressing 〖▾〗 or 〖▴〗.) 7. 〖SET〗 8. Enter the transmission start time. • If you selected 12-hour time entry (page 21), press 〖✳〗 repeatedly to select AM or PM. • If you selected 24-hour time entry (page 21), the time is set using 24-hour time entry. 9. **When using the scanner glass,** press 〖SET〗. → 〖START〗 **When using the auto document feeder,** press 〖SET〗. • The document will be fed into the unit and scanned into memory. The unit will then send the data at the specified time. **Note:** • To cancel after programming, press 〖STOP〗 while the unit is idle, and then press 〖SET〗.
Setting the Error Correction Mode (ECM) 〖♯〗〖4〗〖1〗〖3〗	This feature is available when the sending / receiving fax machines are ECM compatible. 〖0〗 "ᴏꜰꜰ": Deactivates this feature. 〖1〗 "ᴏɴ" (default): If there is an error during fax transmission / reception, the unit will support the communication.
Setting the connecting tone 〖♯〗〖4〗〖1〗〖6〗	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. 〖0〗 "ᴏꜰꜰ": Deactivates this feature. 〖1〗 "ᴏɴ" (default): You will hear connecting tones. **Note:** • If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. • The connecting tone volume cannot be adjusted.
Activating the Distinctive Ring feature 〖♯〗〖4〗〖3〗〖0〗	〖0〗 "ᴏꜰꜰ" (default) 〖1〗 "ᴏɴ" **Note:** • This feature may not be available depending on feature #114 setting (page 3). • See page 51 for details.

Feature/Code	Selection
Setting the ring pattern for fax (Distinctive Ring feature) [♯][4][3][1]	[1] "A" [2] "B" [3] "C" [4] "D" [5] "B-D" (default) **Note:** ● This feature may not be available depending on feature #114 setting (page 3). ● See page 52 for details.
Setting auto reduction feature [♯][4][3][2]	To receive a fax document that is longer than your recording paper. [0] "OFF": The unit will print the original size. [1] "ON" (default): The unit will fit received documents onto your recording paper.
Changing the fax activation code [♯][4][3][4]	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. **Important:** ● **The fax activation code must be different from the code that you programmed on the answering machine.** [0] "OFF" [1] "ON" (default) 1. [MENU] → [♯][4][3][4] 2. Press [1] to select "ON". → [SET] 3. Enter your code from 2 to 4 digits, using 0–9, [✱] and [♯]. ● The default code is "✱#9". ● Do not enter "0000". 4. [SET] → [MENU] **Note:** ● If feature #114 is set to "HONG KONG", the default fax activation code is "✱✱✱9".
Changing the silent fax recognition ring setting [♯][4][3][6]	To change the number of times the unit rings while in TEL/FAX mode. [3] "3" (default) [4] "4" [5] "5" [6] "6" [7] "7" [8] "8" [9] "9" **Note:** ● This feature may not be available depending on feature #114 setting (page 3). ● See page 44 for details.
Setting the memory reception alert [♯][4][3][7]	To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem. [0] "OFF": Deactivates this feature. [1] "ON" (default): You will hear a beeping sound. **Note:** ● The slow beeps will continue until you solve the printing problem and make sure the unit is supplied with enough paper to print the stored document.

Feature/Code	Selection
Setting friendly reception **[♯][4][3][8]**	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). **[0]** "OFF": You have to press **[START]** for fax reception. **[1]** "ON" (default): You do not have to press **[START]** for fax reception.
Receiving a fax into the computer **[♯][4][4][2]**	If you wish to receive a fax into the computer, activate this feature and run **[PC FAX]** from Multi-Function Station. **[0]** "OFF": Deactivates this feature. **[1]** "ALWAYS": If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will store a received document in the memory once, then transfer the data after recognition of the connection. **[2]** "CONNECTED": If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will print out the data. **Note:** ● The default may vary depending on feature #114 setting.
Resetting fax features to their default settings **[♯][4][5][9]**	**[0]** "NO" (default) **[1]** "YES" **To reset the fax features:** 1. **[MENU]** → **[♯][4][5][9]** 2. Press **[1]** to select "YES". → **[SET]** → **[SET]** → **[MENU]**

9.4 Copy features

Feature/Code	Selection
Changing the default copy resolution **[♯][4][6][1]**	To change the default resolution setting for copying. **[1]** "**TEXT/PHOTO**": For documents containing both text and photographs. **[2]** "**TEXT**" (default): For documents containing only text. **[3]** "**PHOTO**": For documents containing photographs, shaded drawings, etc.
Holding the previous page layout setting **[♯][4][6][7]**	**[0]** "**DISABLED**" (default): Deactivates this feature. **[1]** "**ENABLED**": The unit will hold the previous setting.
Holding the previous zoom (enlargement / reduction) setting **[♯][4][6][8]**	**[0]** "**DISABLED**" (default): Deactivates this feature. **[1]** "**ENABLED**": The unit will hold the previous setting.
Holding the previous collate setting **[♯][4][6][9]**	**[0]** "**DISABLED**" (default): Deactivates this feature. **[1]** "**ENABLED**": The unit will hold the previous setting.

9.5 PC print features

Feature/Code	Selection
Changing the data timeout setting **[♯][7][7][4]**	The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time. 1. **[MENU]** → **[♯][7][7][4]** → **[SET]** 2. Enter the desired data timeout setting from "**005**" seconds to "**600**" seconds, using the dial keypad. • The default setting is "**060**" seconds. 3. **[SET]** → **[MENU]**

9.6 Scan features

Feature/Code	Selection
Setting the scan mode for Push Scan **[♯][4][9][3]**	**[1]** "VIEWER" (default): The scanned image will be displayed in the **[Multi-Function Viewer]** window. **[2]** "FILE": The scanned image will be saved as a file. **[3]** "E-MAIL": The scanned image will be saved for e-mail attachment. **[4]** "OCR": The scanned image will be displayed in the OCR window.
Holding the previous scanning parameter for Push Scan **[♯][4][9][4]**	**[0]** "DISABLED" (default): Deactivates this feature. **[1]** "ENABLED": The unit will hold the previous scan settings for each mode of push scan; scan type, resolution, file format, brightness, contrast, scan size.

10.1 Character entry (KX-MB772 only)

The dial keypad is used to enter characters and numbers.

– Press 【◄】 or 【►】 to move the cursor.
– Press dial keys to enter characters and numbers.
– Press 【STOP】 to erase the character or number highlighted by the cursor. Press and hold 【STOP】 to erase all characters or numbers.
– To enter another character located on the same dial key, press 【►】 to move the cursor to the next space, then press the appropriate dial key.

Keypad	Characters
【1】	1 . _ – [ ] { } + / = , ` : ; ? |
【2】	A B C 2 a b c 2
【3】	D E F 3 d e f 3
【4】	G H I 4 g h i 4
【5】	J K L 5 j k l 5
【6】	M N O 6 m n o 6
【7】	P Q R S 7 p q r s 7
【8】	T U V 8 t u v 8
【9】	W X Y Z 9 w x y z 9
【0】	0 @ ( ) < > ! " # $ % & ¥ * ^ ' →
【✱】	To switch between uppercase or lowercase letters.
【FLASH】	Hyphen
【ZOOM】	To insert a space.
【STOP】	To delete a character.

To select characters using 【▼】 or 【▲】
Instead of pressing the dial keys, you can select characters using 【▼】 or 【▲】.

1. Press 【▼】 repeatedly to display the desired character. Characters will be displayed in the following order:
   ① Uppercase letters
   ② Number
   ③ Symbol
   ④ Lowercase letters
   ● If you press 【▲】, the order will be reversed.
2. Press 【►】 to insert the displayed character.
3. Return to step 1 to enter the next character.

10.2 Status of the unit

10.2.1 Using Remote Control

You can easily operate the following functions from your computer.
– Programming the features (page 54)

KX-MB772 only:
– Storing, editing or erasing items in directories (page 37, 39)
– Storing or erasing items for broadcast transmission (page 39)
– Viewing items in the journal report (page 37)
– Storing the journal report as the computer file
– Viewing items in the Caller ID list (page 48)
– Storing caller information into directories (page 50)
– Storing the Caller ID list as the computer file

1 Start Multi-Function Station. → [**Remote Control**]
  ● The [**Multi-Function Remote Control**] window will appear.
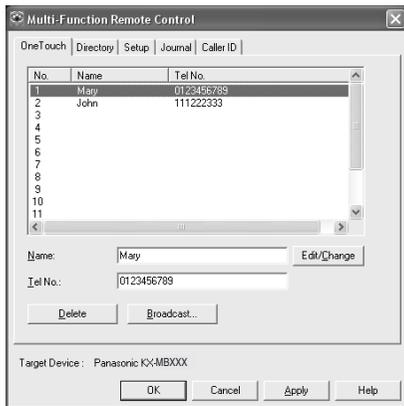
* The pictured screenshot is for KX-MB772.

2 Select the desired tab (KX-MB772 only).
  ● The latest data in the unit will be displayed.

3 Perform the desired operation.
  ● For details about each function, click [**Help**].
  ● To stop the operation, click [**Cancel**].

4 [**OK**]
  ● You can also click [**Apply**] to continue the next operation without closing the window.

5 Enter the password (feature #155 on page 55). → [**OK**]
  ● The new data will be transferred to the unit and the window will close.

Note:
  ● Some of the features cannot be programmed from your computer.
  ● For details, see the help file by selecting [?] from Multi-Function Station.

10.2.2 Using Device Monitor

You can confirm the setting information and current status of the unit from your computer.

1 Start Multi-Function Station.

2 [**Utilities**] → [**Device Monitor**]
  ● The [**Device Monitor**] window will appear.

3 Confirm the status of the unit.
  [**Status**]: Current status of the unit

Note:
  ● Additional information (toner and recording paper status, unit information, etc.) will be displayed in [**Status**] tab by clicking [**Advanced Information**].
  ● The status of the unit will be updated by clicking [**Refresh**].
  ● If a printing error occurs, the Device Monitor will be started automatically and display the error information.
  ● For details, see the help file by selecting [?] from Multi-Function Station.

10.3 Cancelling the operations

You can cancel the current operation from the unit. You can also select the desired operation to cancel.

1 【**STOP**】
  ● "**USER STOPPED**" is displayed.
  ● When "**USER STOPPED**" is not displayed, go to step 2.

2 **To cancel printing:**
  Press 【**STOP**】 repeatedly to display "**STOP PRINTING?**".

  To cancel copying:
  Press 【**STOP**】 repeatedly to display "**STOP COPYING?**".

  To cancel scanning (KX-MB772 only):
  Press 【**STOP**】 repeatedly to display "**STOP SCANNING?**".

  To cancel sending or receiving faxes (KX-MB772 only):
  Press 【**STOP**】 repeatedly to display "**STOP FAX?**".

  To cancel broadcast transmission (KX-MB772 only):
  Press 【**STOP**】 repeatedly to display "**BROAD CANCELLED?**".

  To cancel fax redialling (KX-MB772 only):
  Press 【**STOP**】 repeatedly to display "**SEND CANCELLED?**".

3 【**SET**】

11.1 Error messages – Reports (KX-MB772 only)

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 36).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	• A transmission or reception error occurred. Try again or check with the other party.
	43 44	• A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 57).
DOCUMENT JAMMED	-----	• Remove the jammed document (page 78).
ERROR-NOT YOUR UNIT	53 54 59 70	• A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	• The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 73). • If feature #442 is set to **"ALWAYS"** (page 60), check the connection between the computer and the unit.
NO DOCUMENT / FAILED PICKUP	-----	• The document was not fed into the unit properly. Re-insert it and try again.
OTHER FAX NOT RESPONDING	-----	• The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rings too many times. Send the fax manually (page 36). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE STOP KEY	-----	• 【STOP】 was pressed and fax communication was cancelled.
THE COVER WAS OPENED	-----	• The top cover was opened. Close it and try again.
OK	-----	• Fax transmission or reception was successful.

11.2 Error messages – Display

If the unit detects a problem, one or more of the following messages will appear on the display.

Display	Cause & Solution
"CALL SERVICE"	• There is something wrong with the unit. Contact our service personnel.
"CARRIAGE ERROR"	• There is something wrong with the carriage sensor. Contact our service personnel.
"CHANGE DRUM"	• There is something wrong with the drum unit. Replace the drum unit and the toner cartridge.
"CHECK DOCUMENT"	• The document was not fed into the unit properly. Remove the document, then press **[STOP]** to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 82) and try again.
"CHECK DRUM"	• The drum unit is not inserted properly. Re-insert it correctly (page 10).
"CHECK PAPER #1"	• Recording paper is not installed or the paper input tray has run out of paper. Install paper (page 15). • Recording paper was not fed into the unit properly. Re-insert the recording paper (page 77). • The paper input tray is not installed or is not inserted completely. Insert the paper input tray into the unit.
"CHECK PICK UP INPUT TRAY #2"	• Recording paper was not fed into the unit properly. Re-insert the recording paper (page 77).
"CHECK REAR COVER"	• The manual input tray (rear cover) is open. Close it. • A recording paper jam occurred near the manual input tray (rear cover). Remove the jammed paper (page 73).
"DIRECTORY FULL"	• There is no space to store new items in navigator directory. Erase unnecessary items (page 38).
"DRUM LIFE LOW REPLACE SOON"	• The drum life is near to an end. Replace the drum unit as soon as possible.
"FAX IN MEMORY"	• The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 83. • If feature #442 is set to **"ALWAYS"** (page 60), check the connection between the computer and the unit.
"KEEP COPYING"	• Copying has stopped due to a recording paper jam. See the other displayed message instructions to continue copying.
"LOW TEMP."	• The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.
"MEMORY FULL"	• When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. • When making a copy, the document being stored exceeded the memory capacity of the unit. Press **[STOP]** to clear the message. Divide the document into sections.
"MODEM ERROR"	• There is something wrong with the unit's modem. Contact our service personnel.

Display	Cause & Solution
"NO FAX REPLY"	• The other party's fax machine is busy or has run out of recording paper. Try again.
"OUT OF PAPER INPUT TRAY #2"	• Recording paper is not installed in the manual input tray. Install paper (page 27).
"PAPER JAMMED" **"OPEN TOP COVER"**	• A recording paper jam occurred. Remove the jammed paper (page 73).
"PC FAIL OR BUSY"	• The cable or the computer power cord is not connected correctly. Check the connections (page 17, 23). • The software is not running on the computer. Restart the software and try again.
"PLEASE WAIT"	• The unit is warming up. Wait for a while.
"POLLING ERROR"	• The other party's fax machine does not offer the polling function. Check with the other party.
"REDIAL TIME OUT"	• The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	• The document is jammed. Remove the jammed document (page 78). • Attempted to send or copy a document longer than 600 mm using the auto document feeder. Press **[STOP]** to remove the document. Divide the document into two or more sheets and try again.
"REMOVE PAPER IN INPUT TRAY #2"	• The recording paper is installed in the manual input tray when trying to copy, receive faxes or print reports. Remove the recording paper from manual input tray.
"REPLACE DRUM CHANGE SUPPLIES"	• The drum unit's service life is finished. Replace the drum unit immediately.
"RX MEMORY FULL"	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 73). • If feature #442 is set to **"ALWAYS"** (page 60), check the connection between the computer and the unit.
"TONER EMPTY" **"CHANGE SUPPLIES"**	• The toner's service life is finished. Replace the toner cartridge immediately.
"TONER LOW" **"CHANGE SUPPLIES"**	• The toner's service life is near to an end. Replace the toner cartridge as soon as possible.
"TOP COVER OPEN"	• The top cover is open. Close it.
"TRANSMIT ERROR"	• A transmission error occurred. Try again.
"WARMING UP"	• The inside of the unit is cold. Let the unit warm up. Wait for a while.
"WRONG PAPER"	• The fax message was printed on paper which is shorter than A4 size paper. Use the appropriate size paper (page 84).

11.3 When a function does not work

11.3.1 General

Problem	Cause & Solution
The unit does not work.	● Check the connections (page 17, 23).
The output tray becomes full quickly or the recording paper does not stack properly on the output tray.	● High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the output tray. If you still have this problem, contact our service personnel.
I cannot adjust volumes or display items stored in one-touch dial and navigator directory (KX-MB772 only).	● The unit is set to the scan mode or copy mode. Press **[FAX]** to switch modes. If you still have this problem, contact our service personnel.
A printing error is displayed while using PC FAX and Remote Control (KX-MB772 only).	● This is because the printer driver is used for PC FAX and Remote Control. The transmission error will be displayed as the printing error.
Multi-Function Station does not work properly.	● If you connect the USB cable to USB hub, connect it to the USB port of your computer directly. ● Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details. ● If you have any other multifunction softwares installed on your computer, uninstall them. ● Check that your computer has enough memory and hard disk space. If your computer warns of insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files. ● Uninstall Multi-Function Station once, and re-install it.
I cannot install or uninstall Multi-Function Station.	● Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the included CD-ROM) to solve the problem. **1.** Insert the included CD-ROM into your CD-ROM drive. ● The setup program will start automatically. **2.** [**Tools**] → [**Cleanup Tool**] ● The [**MfsCleaner**] window will appear. **3.** Click [**Clean**], then click [**Yes**] to restart the computer. **Note:** ● To install Multi-Function Station again, see page 23.
I cannot view the operating instructions using Multi-Function Station.	● Install the operating instructions to your computer beforehand (page 24).
I cannot find the unit in the [Target Device] or [Device Select] dialogue box when operating the following functions. – **Scanning** – **Remote Control** – **PC FAX (KX-MB772 only)** – **Device Monitor**	● The printer driver has not been installed. Install it on your computer (page 23).

11.3.2 Printing problems

Problem	Cause & Solution
The printing quality is poor. ABC ↓ ABC	● Some paper has instructions recommending which side to print on. Try turning the recording paper over. ● You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. ● The recording paper is too damp. Use new paper. ● The remaining toner is low. Replace the toner cartridge. ● To check the drum life and quality, please print the printer test list (page 83). If printing quality is still poor, replace the toner cartridge and drum unit. ● The toner save mode of feature #482 is ON (page 56).
A blank sheet is ejected.	● You placed the document facing the wrong way when using the copier. ● The other party placed the document in their fax machine the wrong way. Check with the other party (KX-MB772 only).
Black lines, white lines or smudges appear on the printed documents.	● The glass or rollers are dirty with correction fluid, etc. Clean them (page 79, 82). Please do not insert a document before correction fluid has dried completely.
Coloured text is printed in black instead of greyscale when printing from Microsoft PowerPoint or other applications.	● Select [**Colour**] or remove the check next to [**Greyscale**] in the print dialogue so that coloured text will be printed in greyscale.

11.3.3 Scanner

Problem	Cause & Solution
I cannot scan.	● When scanning at a high resolution, a large amount of available memory is required. If your computer warns of insufficient memory, close other applications and try again. ● The unit is in use. Try again later. ● There is not enough space on the hard disk. Delete unnecessary files and try again. ● Restart the computer, and try again. ● Check the connection between the computer and the unit (page 17, 23). ● You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.
The document is not fed into the unit when using the unit as a scanner (KX-MB772 only).	● Remove the document in the auto document feeder and re-insert it.
Even after clicking [Cancel], scanning continues.	● Please wait. It may take a while for the cancel request to be accepted.

11.3.4 Copier

Problem	Cause & Solution
The unit will not make a copy.	• You cannot make a copy during programming. Make the copy after programming. • The document was not fed into the unit properly. Re-insert the document. • Recording paper is not installed or the unit has run out of paper. Install paper (page 15). • Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.
Letters on the copied documents are not clear.	• The original document is too dark or too light. Change the contrast setting by pressing **[CONTRAST]** repeatedly, and try again.
The copied documents are too dark and cannot be read.	• You used a coloured paper as a document. Change the contrast (page 31) and make a lighter copy of the document, using **"TEXT"** resolution (page 31).

11.3.5 Fax (KX-MB772 only)

Problem	Cause & Solution
I cannot send documents.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 17). • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's machine is not a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 36).
I cannot send a fax overseas.	• Use the overseas transmission mode (feature #411 on page 57). • Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted.	• If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • Another telephone on the same line is off the hook. Hang up the extension telephone and try again.
The other party complains about the quality of their received documents.	• Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, black and white lines or smudges appear, refer to "11.3.2 Printing problems", page 69. • The original document is too dark or too light. Change the contrast setting by pressing **[CONTRAST]** repeatedly, and try again.
The other party complains that received documents are too dark and cannot be read.	• You used a coloured paper as a document. Change the contrast (page 31) and make a lighter copy of the document, using **"TEXT"** resolution (page 31), and try again.
I cannot receive documents.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 17). • Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 47). • Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.

Problem	Cause & Solution
I cannot receive documents automatically.	• The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 43) or TEL/FAX mode (page 44). • The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 55). • Make sure that the Distinctive Ring of feature #430 is set properly (page 51). If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF (KX-MB772 only).
The display shows "CONNECTING.....", but faxes are not received.	• The incoming call is not a fax. Change the receiving mode to TEL mode (page 43) or TEL/FAX mode (page 44).
The printing quality of the received documents is poor.	• If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. • If documents can not be copied properly, refer to "11.3.2 Printing problems", page 69.
The other party complains that they cannot send a document.	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 73). • If feature #442 is set to **"ALWAYS"** (page 60), check the connection between the computer and the unit. • The unit is not in FAX ONLY mode. Press **[FAX AUTO ANSWER]** repeatedly to turn ON the **[FAX AUTO ANSWER]** light.
I cannot select the desired receiving mode.	• If you want to set FAX ONLY mode: – press **[FAX AUTO ANSWER]** repeatedly to turn ON the **[FAX AUTO ANSWER]** light. • If you want to set TEL mode or TEL/FAX mode: – select the desired mode using feature #404 (page 57), and press **[FAX AUTO ANSWER]** repeatedly to turn OFF the **[FAX AUTO ANSWER]** light. • The Distinctive Ring of feature #430 is activated (page 51) (KX-MB772 only).
When an extension telephone is connected, I cannot receive documents by pressing [✶][♯][9].* ***"HONG KONG"**: [✶][✶][✶][9]	• You must set remote fax activation to ON (feature #434 on page 59) beforehand. • Press **[✶][♯][9]*** firmly. ***"HONG KONG"**: **[✶][✶][✶][9]** • You may have changed the remote fax activation code from **[✶][♯][9]*** (default setting). Verify the remote fax activation code (feature #434 on page 59).
I cannot hear a dial tone.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 17). • If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections (page 17). • If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.

Problem	Cause & Solution
I cannot make calls.	• The dialling mode setting may be wrong. Change the setting (feature #120 on page 18).
The unit does not ring.	• The ringer volume is turned OFF. Adjust it (page 21).
The other party complains they only hear a fax tone and cannot talk.	• FAX ONLY mode is set. Tell the other party the number is only used for faxes. • If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 51).
The 〔REDIAL〕 or 〔PAUSE〕 button does not function properly.	• If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
The receiving mode does not function properly.	• Distinctive Ring is set (feature #430 on page 51) (KX-MB772 only).
I cannot receive a fax document on the computer.	• Make sure the following features are set beforehand. – PC fax reception (feature #442 on page 60)
The unit does not display the caller's name and/or telephone number.	• **For New Zealand users:** Your unit is connected to a telephone line with ADSL (JetStream) service. We recommend that you contact your ADSL service provider to have an ADSL Splitter installed. We do not recommend the use of generic ADSL filters.

11.3.6 Using an answering machine (KX-MB772 only)

Problem	Cause & Solution
I cannot receive documents automatically.	• Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long. • The answering machine rings too many times. Set to 1 or 2 rings.
I cannot receive voice messages.	• Check if the answering machine is turned ON and connected to the unit properly (page 45). • Set the number of rings on the answering machine to 1 or 2.
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	• The code may include "#" which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include "#".
Callers complain that they cannot send a document.	• There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. • You set the answering machine to only give a greeting message.

11.3.7 If a power failure occurs

• The unit will not function.
• If any documents are stored in the memory (i.e. during copy, PC printing), they will be lost.

KX-MB772 only:
• The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
• Fax transmission and reception will be interrupted.
• Documents during fax transmission or fax reception will be lost.
• When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

12.1 Recording paper jam

12.1.1 When the recording paper has jammed inside of the unit

The display will show the following.

```
PAPER JAMMED
```

$\updownarrow$

```
OPEN TOP COVER
```

```
CHECK REAR COVER
```
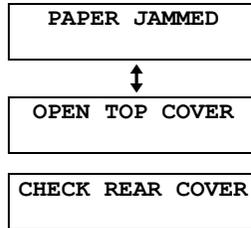
Caution:
● **Do not pull out the jammed paper forcibly before opening the top cover.**
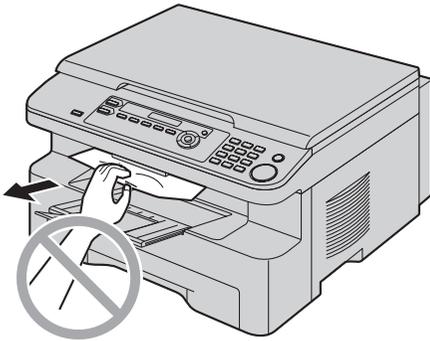
● **To prevent injuries, be careful not to put your hands under the top cover.**
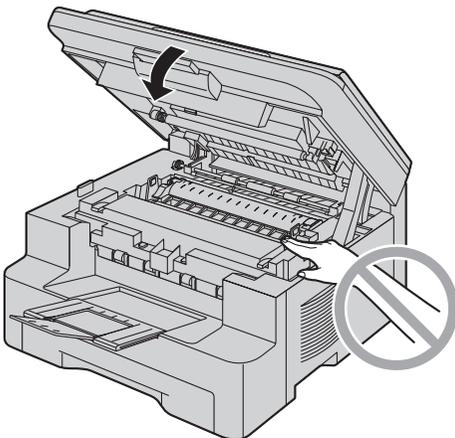
Case 1:
When the recording paper has jammed near the manual input tray:

1. Pull open the paper input tray (①).
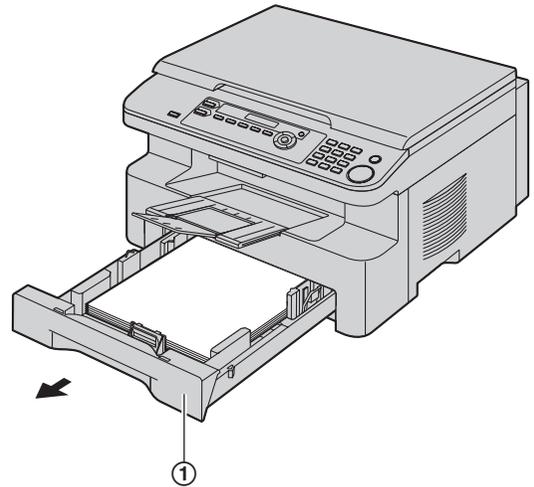
2. Open the manual input tray (②) and remove the jammed paper (③) carefully by pulling it upwards. Then close the manual input tray.
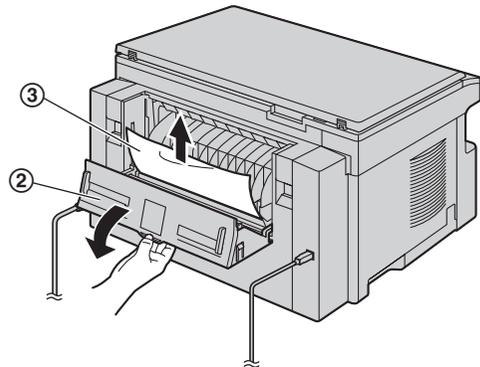
3. Close the paper input tray.
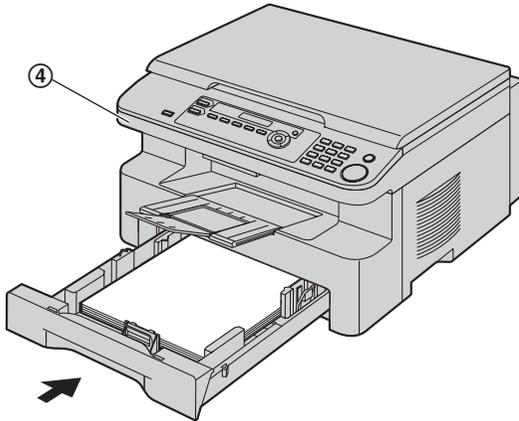
● Open and close the top cover (④) to clear the error message.

Case 2:
When the recording paper has jammed near the drum and toner unit:

1. Pull open the paper input tray (①).
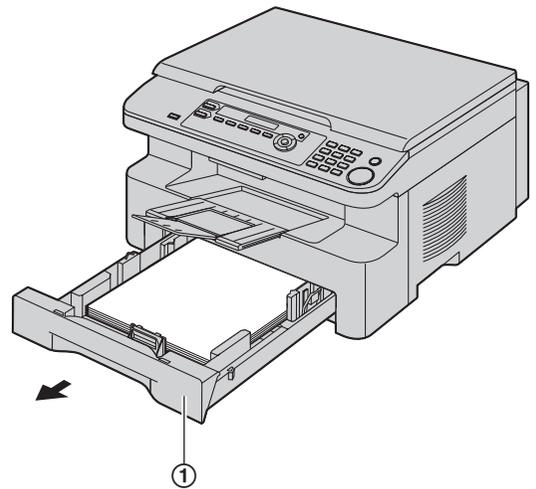
**2.** Lift the top cover release lever (②) and open the top cover (③).
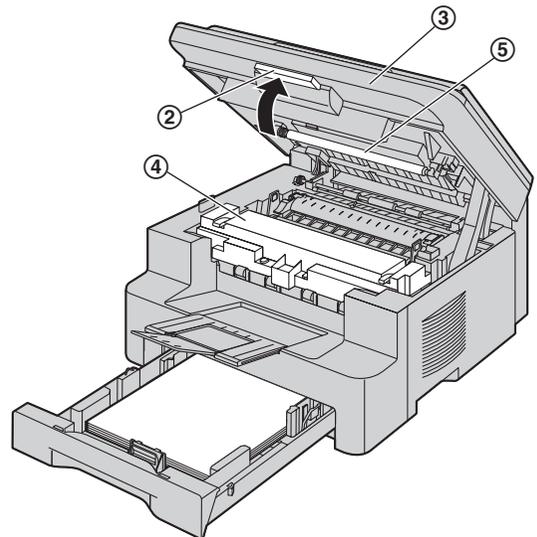
Caution:
The fuser unit (④) gets hot. Do not touch it.

Note:
● Do not touch the transfer roller (⑤).

3. Remove the jammed paper (⑥) carefully by pulling it upwards.
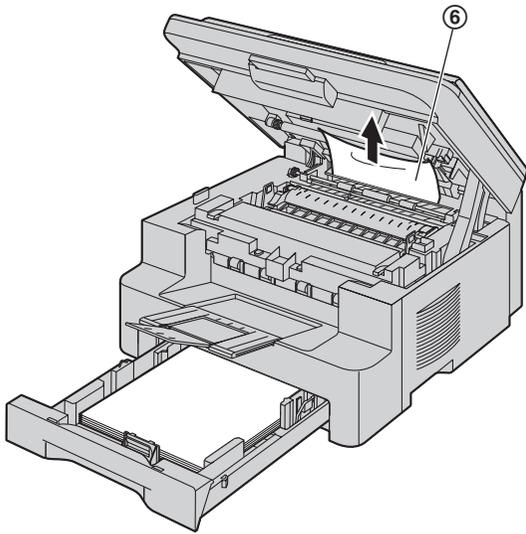
Remove the jammed paper (⑦) carefully by pulling it toward you.
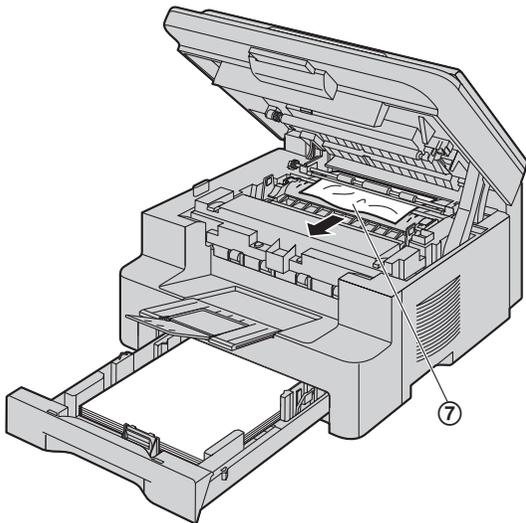
4. Close the paper input tray.
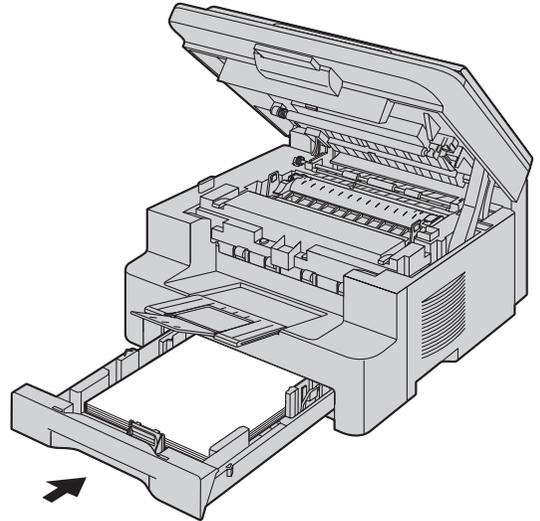
5. Close the top cover until locked.
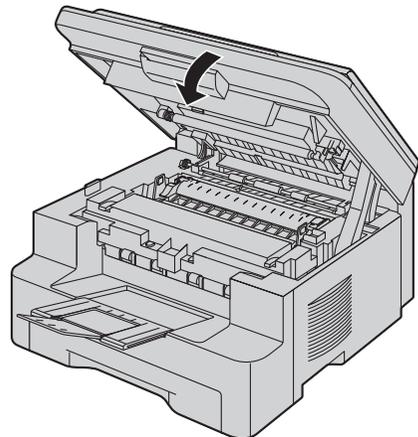
Case 3:
When the recording paper has jammed near the fuser unit:

1. Lift the top cover release lever (①) and open the top cover (②).
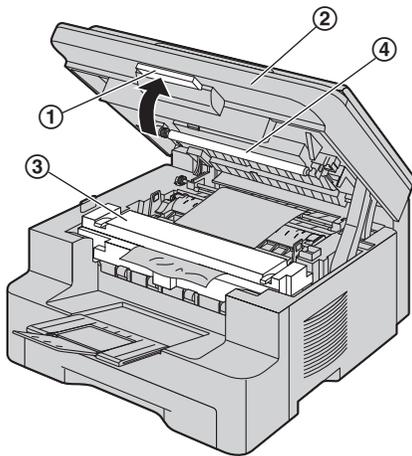
⚠ **Caution:**
The fuser unit (③) gets hot. Do not touch it.

Note:
● Do not touch the transfer roller (④).

2. Lift both green levers (⑤) until they stop.
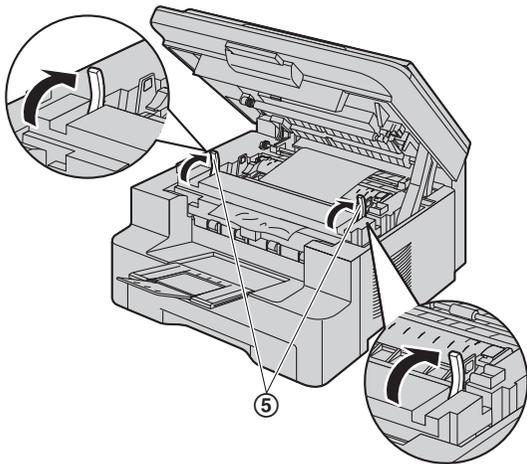
3. Remove the jammed paper (⑥) carefully by pulling it upwards.
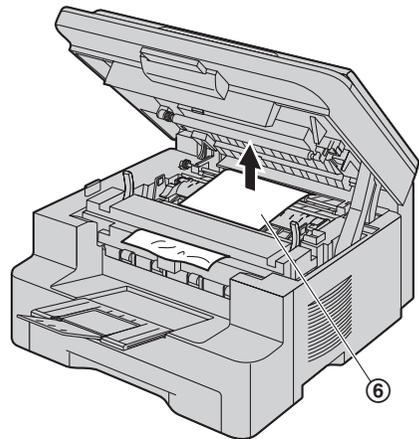
4. Push back the green levers (⑦) to the original position.
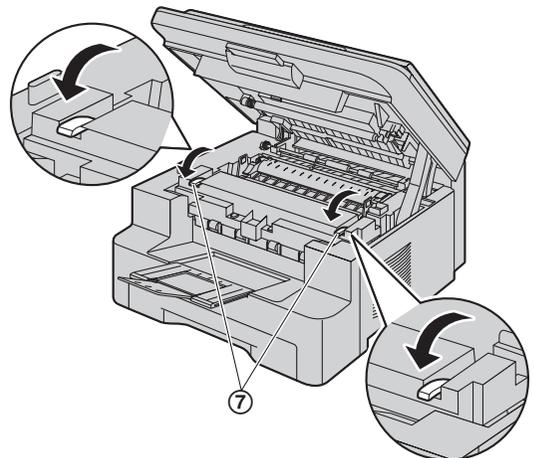
5. Close the top cover until locked.
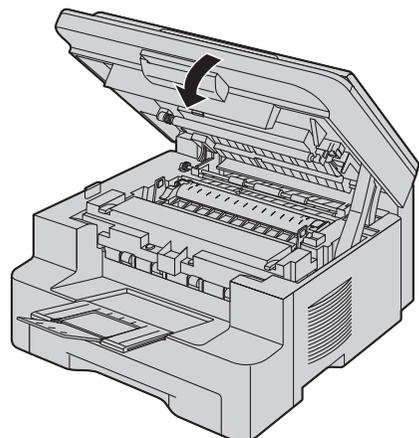
12.1.2 When the recording paper is not fed into the unit properly

The display will show the following.

```
CHECK PAPER #1
PRESS START
```

1 Pull the paper input tray until it clicks into place, then pull it completely out, lifting the front part of the tray. Remove the recording paper and straighten.

2 Re-load the recording paper.
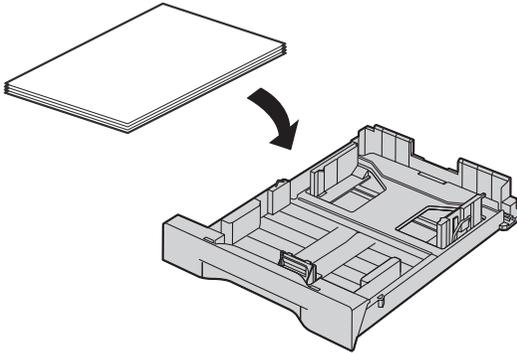
3 Insert the paper input tray to the unit, lifting the front part of the tray. Then push it completely into the unit.

Note:
● If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 15 for details.

12.1.3 When the recording paper in the manual input tray is not fed into the unit properly

The display will show the following.

```
CHECK PICK UP
INPUT TRAY #2
```

1 Remove the recording paper.

2 Re-insert the recording paper.
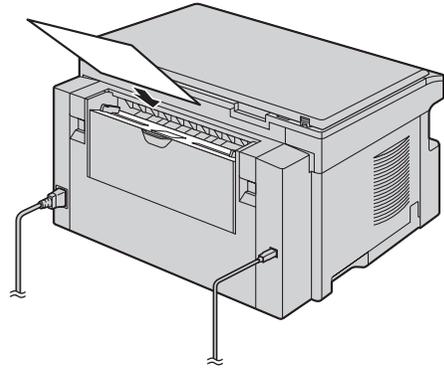
Note:
● If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 27 for details.

12.2 Document jams (Auto document feeder) (KX-MB772 only)

Caution:
● **Do not pull out the jammed document forcibly before lifting the ADF cover.**
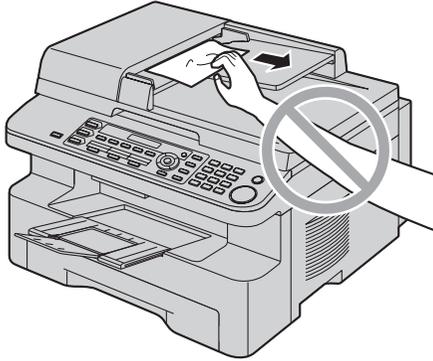
1 Open the ADF cover (①) while holding the document cover (②).
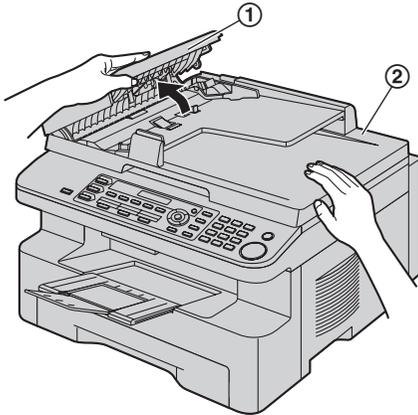
2 Remove the jammed document (③) carefully.

When the document has jammed near the document entrance:
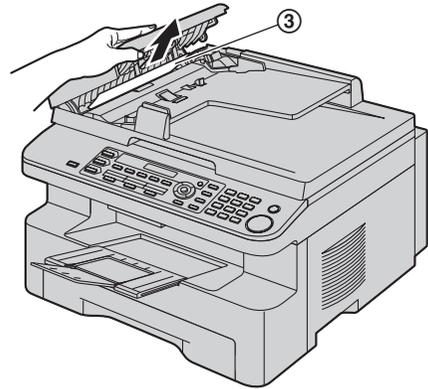
When the document has jammed near the document exit:
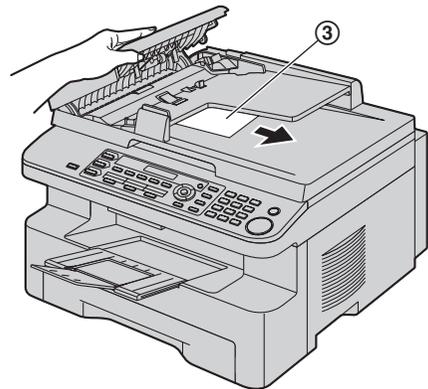
3 Close the ADF cover.
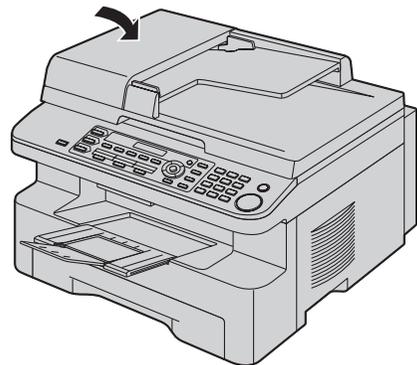
13.1 Cleaning the white plates and glass

Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:
– your recording paper,
– the original document,
– the scanned data, or
– the fax document received by the other party (KX-MB772 only).

Caution:
● **Be careful when handling the drum and toner unit. See the caution for the drum unit on page 10 for details.**
● **Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.**

13.1.1 White plates and scanner glass

1 Open the document cover (①).
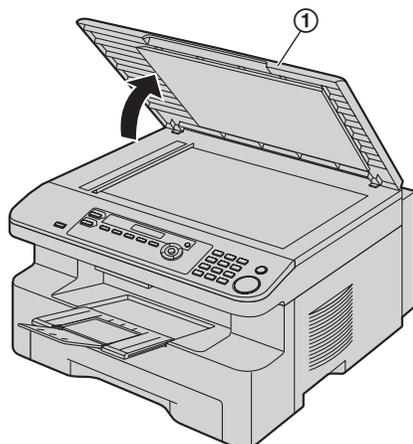
2 Hold the document cover (②) while cleaning the white plates (③) and the scanner glass (④).
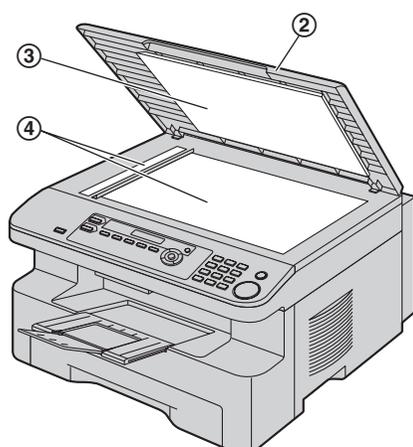
3 Close the document cover (⑤).
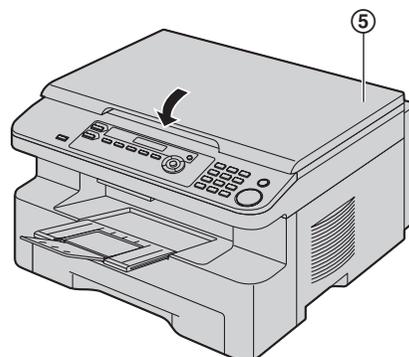
13.1.2 Lower glass

1 Disconnect the power cord.

2 Lift the top cover release lever (①) and open the top cover (②).
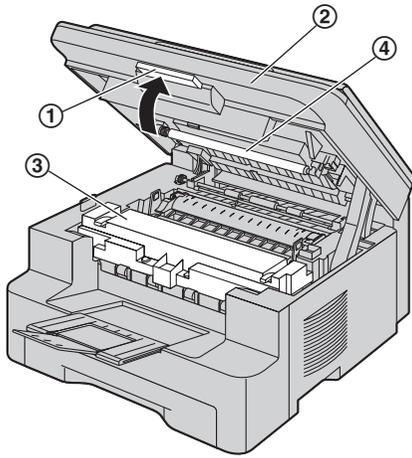
⚠ **Caution:**
The fuser unit (③) gets hot. Do not touch it.

Note:
- Do not touch the transfer roller (④).

3 Remove the drum and toner unit (⑤) by holding the tabs.
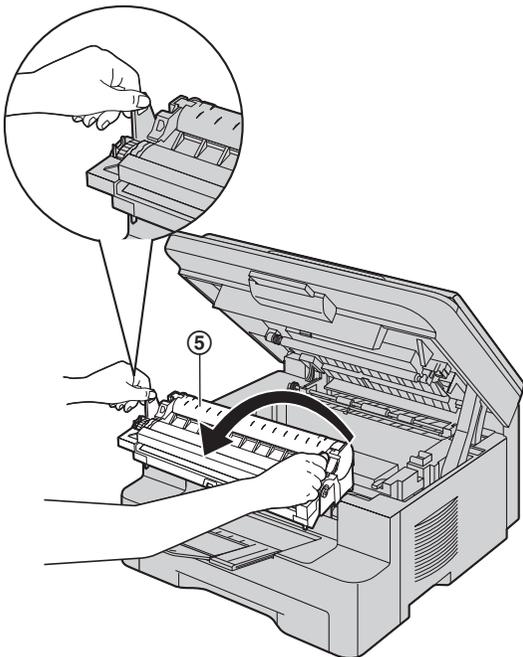
4 Clean the lower glass (⑥) with a soft and dry cloth.
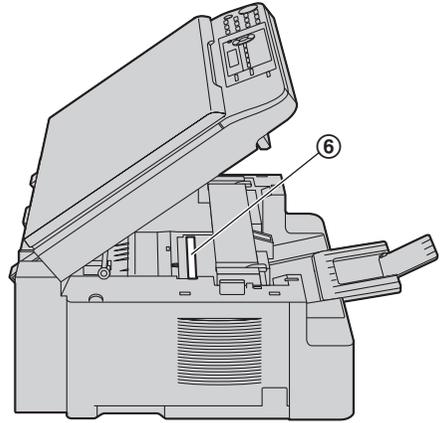
5 Reinstall the drum and toner unit (⑦) by holding the tabs.
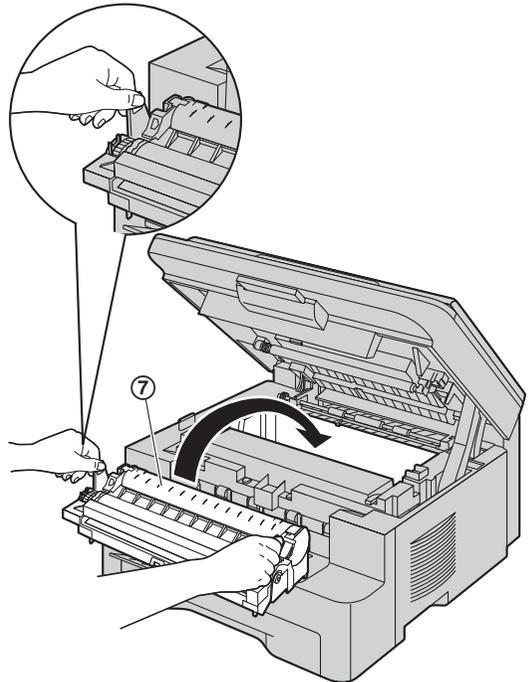
● Make sure that the triangles (⑧) match, to install the drum and toner unit correctly.
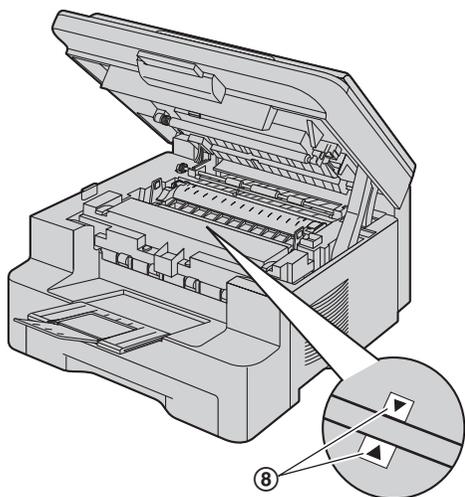
6 Close the top cover until locked.
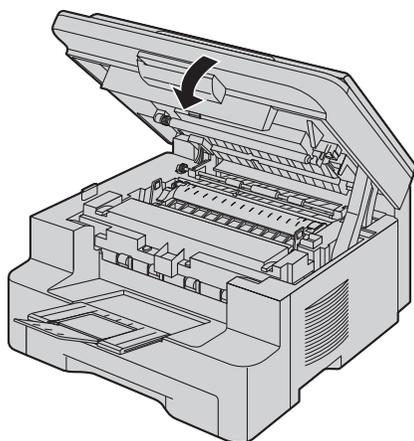
Caution:
● **To prevent injuries, be careful not to put your hands under the top cover.**
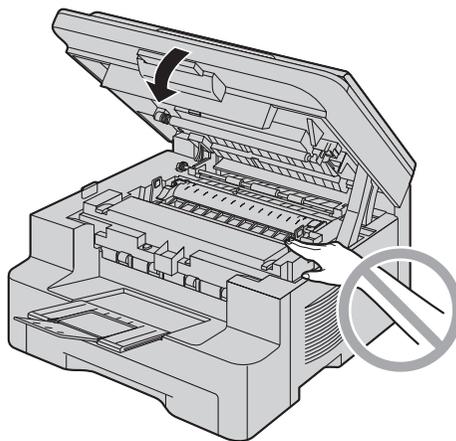
7 Re-connect the power cord.

13.2 Cleaning the document feeder rollers (KX-MB772 only)

Clean the rollers when the document frequently misfeeds.

1 Disconnect the power cord.

2 Open the ADF cover (①) while holding the document cover (②).
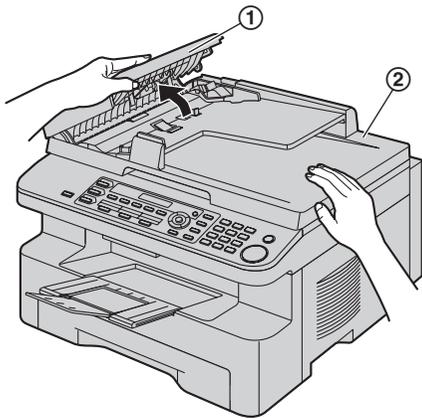
3 Clean the document feeder rollers (③) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.
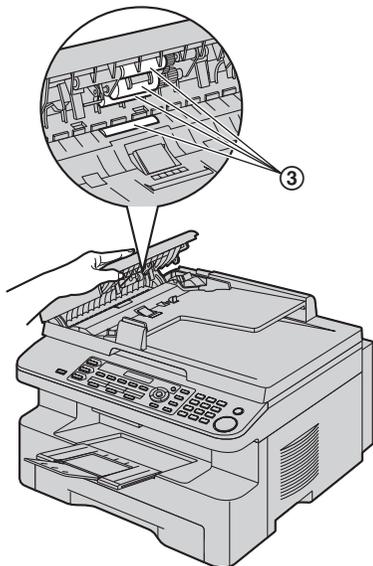
4 Close the ADF cover.
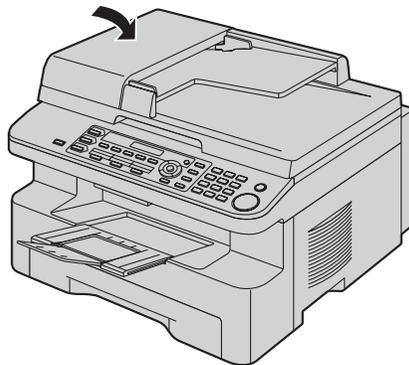
5 Re-connect the power cord.

14.1 Reference lists and reports

You can print out the following lists and reports for your reference.

– **"SETUP LIST"**
– **"TEL NO. LIST"**[*1]
– **"JOURNAL REPORT"**[*1]
– **"BROADCAST LIST"**[*1]
– **"PRINTER TEST"**
  ● If the test print has smudges, or blurred points or lines, clean the inside of the unit (page 79, 82). If printing quality is still poor, replace the toner cartridge and drum unit.
– **"CALLER ID LIST"**[*1]

*1 KX-MB772 only

【MENU】

【SET】 【◄】【►】
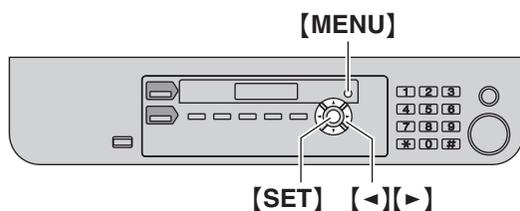
1 Press **【MENU】** repeatedly to display **"PRINT REPORT"**.

2 Press **【◄】** or **【►】** repeatedly to display the desired item.

3 Press **【SET】** to start printing. → **【MENU】**

14.2 Specifications

■ **Applicable lines**[*1]:
Public Switched Telephone Network

■ **Document size:**
KX-MB262: Max. 216 mm in width, Max. 297 mm in length
KX-MB772: Max. 216 mm in width, Max. 600 mm in length

■ **Effective scanning width:**
208 mm

■ **Effective printing width:**
A4: 202 mm
Letter/Legal: 208 mm

■ **Transmission time**[*1*2]:
Approx. 4 s/page (ECM-MMR Memory transmission)[*3]

■ **Scanning density:**
Scanning resolution:
Up to $600 \times 1,200$ dpi (Optical)
Up to $9,600 \times 9,600$ dpi (Interpolated)
Copy resolution:
Up to 600×600 dpi (Scanner glass)
Up to 600×300 dpi (Auto document feeder)[*1]
Fax resolution[*1]:
Horizontal: 8 pels/mm
Vertical: 3.85 lines/mm-in standard resolution,
7.7 lines/mm-in fine/photo resolution,
15.4 lines/mm-in super fine resolution

■ **Photo resolution:**
64-level

■ **Scanner type:**
Colour Contact Image Sensor

■ **Printer type:**
Laser Printer

■ **Data compression system**[*1]:
Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)

■ **Modem speed**[*1]:
33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback

■ **Operating environment:**
10 °C – 32.5 °C, 20 % – 70 % RH (Relative Humidity)

■ **Dimensions:**
KX-MB262: Approx. height 255 mm $\times$ width 420 mm $\times$ depth 445 mm
KX-MB772: Approx. height 305 mm $\times$ width 420 mm $\times$ depth 445 mm

■ **Mass (Weight):**
KX-MB262: Approx. 12 kg
KX-MB772: Approx. 13 kg

■ **Power consumption:**
Standby: Approx. 6.5 W
Preheat: Approx. 65 W
Copy: Approx. 320 W
Maximum: Approx. 950 W (When the fuser lamp turns on)

■ **Power supply:**
220–240 V AC, 50/60 Hz

■ **Memory capacity
(for operation and storing memory):**
32 MB

■ **Fax memory capacity[1]:**
2 MB in total
Approx. 170 pages of memory reception
Approx. 150 pages of memory transmission
(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)

■ **Laser diode properties:**
Laser output: Max. 5 mW
Wave length: 760 nm – 810 nm
Emission duration: Continuous

■ **Print speed:**
Approx. 18 ppm (pages per minute)

■ **Printing resolution:**
600×600 dpi

*1 KX-MB772 only
*2 Transmission speed depends on the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.
*3 Transmission speed is based on the ITU-T No. 1 Test Chart with original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

ITU-T No.1 Test Chart
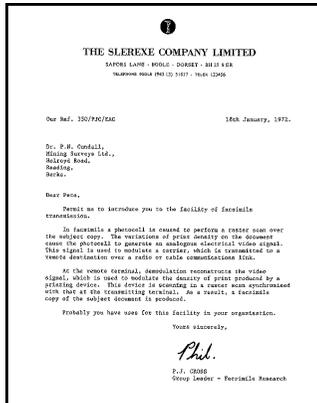
Note:
● Design and specifications are subject to change without notice.
● The pictures and illustrations in these instructions may vary slightly from the actual product.
● The accuracy of the clock is approximately ±60 seconds a month (KX-MB772 only).

Recording paper specifications

Recording paper size:
A4: 210 mm $\times$ 297 mm
Letter: 216 mm $\times$ 279 mm
Legal: 216 mm $\times$ 356 mm

Label size:
A4: 210 mm $\times$ 297 mm
Letter: 216 mm $\times$ 279 mm

Recording paper weight:
60 g/m^2 to 90 g/m^2

Note for recording paper:
● We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
● Do not use the following types of paper:
  – Paper with cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
  – Extremely smooth or shiny paper, or paper that is highly textured
  – Coated, damaged or wrinkled paper
  – Paper with foreign objects attached, such as tabs or staples
  – Paper which has dust, lint or oil stains
  – Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200 °C, such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  – Moist paper
  – Inkjet paper
● Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if misfeeding occurs.
● For proper paper feeding and best print quality, we recommend using long-grained paper.
● Do not use paper of different types or thickness at the same time. This may cause paper jams.
● Avoid double-sided printing.
● Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause paper jams.
● To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

Toner life

Toner life depends on the amount of content in a received, copied or printed document. The following is the approximate relationship between image area and toner life for replacement toner cartridge (Model No. KX-FAT92A/KX-FAT92E). Toner life varies in actual usage.

5 % image area

Approx. 2,000 sheets of A4 size paper can be printed.

10 % image area

Approx. 1,000 sheets of A4 size paper can be printed.

15 % image area

Approx. 650 sheets of A4 size paper can be printed.

Note:

*   The image area changes with the depth, thickness and size of the characters.
*   If you turn on the toner save feature, the toner cartridge will last approx. 40 % longer.

Drum life

The drum unit is a consumable item and needs to be replaced regularly. There are various factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of sheets per print job. The maximum drum life is approx. 6,000 sheets. The actual number of sheets your drum will print may be significantly less than this estimate if your unit is often used for printing small number sheets per job. Because many of the factors that determine the actual drum life cannot be controlled, we cannot guarantee a minimum number of sheets that will be printed by your drum.

15.1 Index